

# UNDERGRADUATE ADMISSION

Web site address: [WWW.XAVIER.EDU](http://WWW.XAVIER.EDU)  
Email address: Traditional age students: [XUADMIT@XAVIER.EDU](mailto:XUADMIT@XAVIER.EDU)  
Students 22 years of age and older: [XUCAPS@XU.EDU](mailto:XUCAPS@XU.EDU)

Xavier University seeks to enroll students who are prepared to be successful academically and to contribute positively to the Xavier community as a whole. With this general guideline in mind, the admitting offices individually evaluate each applicant and the complete set of credentials submitted for consideration.

## ADMISSION PROCESS FOR TRADITIONAL STUDENTS (age 21 or younger)

Xavier has a single notification admission process with two options:

**Early Action:** This option allows students to find out earlier about their admissibility to Xavier. Students who apply Early Action will have their admission decision made based upon grades through their junior year in high school (or possibly 1<sup>st</sup> quarter senior grades); this decision is a great option for students who know Xavier is one of their top choices. Early Action at Xavier is not binding and students may apply to other schools and keep their options open.

**Regular Decision:** Students who apply Regular Decision will have their admission decision made based upon grades earned through the first semester of the senior year.

**Application Deadlines:** For deadlines and up to date admission information, please visit the undergraduate admission office web site at [www.xavier.edu](http://www.xavier.edu) or contact the admission office toll free at 877 982-3648.

### Application Procedures

Students who wish to apply for undergraduate admission must do the following (note specific sections below dedicated to adult, transfer and international applicants):

1. Submit one of the following admission applications, including all required credentials and documentation:
  - The Xavier University paper application, which may be obtained from the office of admission.
  - The Xavier University on-line, electronic application (no fee): [www.xavier.edu.applyonline](http://www.xavier.edu.applyonline).
  - The Common Application: [www.commonapp.org](http://www.commonapp.org)
2. Request that the high school (and any post-secondary institutions attended) forward directly to the office of admission a complete, official transcript of the academic record.
3. Arrange for official results of the Scholastic Assessment Test (SAT: Xavier's CEEB Code is 1965) and/or the American College Test (ACT: Xavier's ACT Code is 003366) to be forwarded directly to the office of admission. Results from the SAT and/or ACT may also be submitted on an official high school transcript.

Once admitted, students must:

1. Purchase the Xavier-sponsored student health insurance plan or provide proof of other current, comparable coverage; then, all students, regardless of age, will follow this requirement each academic year.
2. Present proof of (a) two MMR immunizations or (b) immunity via measles titer. International students may be required to have a TB test or other medical testing as determined by the Medical Director. Students with chronic diseases which may put them at higher risk on campus may be required, at the discretion of the Medical Director, to be evaluated by the Health and Counseling Center medical staff.

Further information will be sent to admitted students. Credentials submitted for admission consideration become the property of the University. All credentials should be on file by the appropriate deadline or at least one month before the first day of classes for desired semester of entrance. Please contact the office of admission for deadline information.

Any falsification of information on the application, transcripts, recommendations (where required), or test scores will be sufficient cause for disqualification for admission and/or scholarships, or dismissal from the University if the individual has enrolled. All tuition and fees paid and credit earned are forfeited under such dismissal.

## Freshman Class Admission

Factors considered in making admission decisions for the freshman class include, but are not limited to, the following: the candidate's previous academic performance at the secondary school level, including the rigor of the curriculum pursued and the overall grade point average achieved; results from either the ACT or SAT I exams; the candidate's rank in class (when available); the candidate's application essay; letters of recommendation, particularly from the candidate's guidance/college counselor; the candidate's extracurricular profile; life or work experiences (adult students); and any other factors which help to determine the candidate's potential for academic success.

Students who are offered admission must graduate from high school or, in some cases, present minimum results from the G.E.D (see High School Equivalence Admission) . Home schooled and transfer students (see below) are also evaluated on an individual basis.

Each candidate for admission is given a thorough, individual evaluation. However, because admission to Xavier has become increasingly competitive, the following secondary school course of study is recommended.

English	4 units
Foreign Language	2 units
Health/Physical Education	1 unit
Mathematics	3 units
Physical/Natural Sciences	3 units
Social Sciences	3 units
Electives	<u>5+ units</u>
<b>TOTAL</b>	<b>21 units</b>

## Transfer Student Admission [www.xavier.edu/transfer](http://www.xavier.edu/transfer) or email: [XUADMIT@XAVIER.EDU](mailto:XUADMIT@XAVIER.EDU)

Xavier University accepts qualified students from other regionally accredited institutions of higher education. In addition to the credentials required of all freshmen applicants, transfer students must forward to the office of admission complete and official transcripts from all post-secondary institutions attended and a listing of all courses which may be in progress and their corresponding credit hours. Please note, however, students who transfer to Xavier with 30 or more semester hours are not required to submit results of either the ACT or SAT tests. The high school transcript is required.

The rank of advanced standing to which the student will be admitted will depend upon the quantity and quality of the work done in the other accredited institutions, and the conformity of the work to the degree program for which the student wishes to register. Credit is given for all academic courses (except co-op and life experience) in which a grade of "C" or better has been received.

The transfer credit, but not the grade, is recorded on the student's transcript. The grades are not computed in the student's Xavier grade point average. At least one-half of the course requirements of the major and the last 30 semester hours must be completed at Xavier University for all undergraduate degrees. At least 60 semester hours toward a bachelor's degree must be earned in accredited four-year institutions. At least one-half of all business courses must be completed at Xavier University for business majors.

Xavier's undergraduate colleges will accept course work successfully completed within the last ten years; credit over ten years old will not be accepted if the course in question belongs to the student's major or, in the case of business students, pertains to the "business core." Credits over ten years old which pertain to the undergraduate core curriculum or are general electives will usually be accepted.

Traditional-aged transfer students must meet the on-campus housing requirement. See Student Development section.

The waiver policy on the university core curriculum is as follows:

1. The ethics/religion and society focus elective course will be waived for students who transfer 60 or more credit hours.
2. Students with one transferred 3-credit literature course must take “Literature and the Moral Imagination” as their second literature course. Students with two transferred 3-credit literature courses will have fulfilled the literature requirement.
3. For the subjects of philosophy, science, and theology, the following table lists the number of credit hours in that subject that must be completed at Xavier:

<u>total credit hours transferred to Xavier:</u>	<u>philosophy, theology &amp; science credit hours transferred to Xavier</u>			
	<u>0-1</u>	<u>2-4</u>	<u>5-7</u>	<u>8+</u>
<u>less than 40</u>	9	6	3	0
<u>40 - 79</u>	6	6	3	0
<u>80+</u>	3	3	3	0

Transfer students completing 9 credits in philosophy at Xavier take PHIL 100, PHIL 290, and PHIL elective. Those completing 6 credits at Xavier take only PHIL 100 and PHIL 290. Those completing 3 credits at Xavier take only PHIL 100.

Transfer students completing 9 credits in theology at Xavier take THEO 111, THEO Elective in scripture-history/christian systematics, and THEO Elective in theological ethics/religion and culture. Those completing 6 credits at Xavier take THEO 111 and THEO elective in scripture-history/christian systematics. Those completing 3 credits at Xavier take only THEO 111.

Students who transfer in two credit hours of a three-hour requirement may have the third hour waived. Contact the dean's office regarding this process.

## International Student Admission

email: [xuglobal@XAVIER.EDU](mailto:xuglobal@XAVIER.EDU)

To be considered for admission to Xavier University, international students must submit the following documents:

1. The Xavier International application for admission in either the paper or on-line format. The on-line application can be obtained at [WWW.XAVIER.EDU/APPLYONLINE](http://WWW.XAVIER.EDU/APPLYONLINE)
2. Application fee for paper application.
3. An English translation of a secondary school (high school) degree or the diploma/certificate of the highest academic degree earned.
4. Evidence of English language proficiency. A TOEFL (Test of English as a Foreign Language) test score of 530 on the paper based test or 197 on the old computer based test or 70 on the new IBT for undergraduates is required. Students who want to improve their English skills can enroll in Xavier's ESL (English as a Second Language) program. To enter degree programs, undergraduate ESL students at Xavier are required to obtain a TOEFL score of 530 (or equivalent) plus an average of "B" in ESL courses.
5. (a) An affidavit of payment of all expenses, educational and personal, signed by the person (sponsor) who will be responsible for the expenses. The affidavit must be signed in the presence of an official or notary public and must be a raised seal.  
(b) Official supporting statement from a bank stating that the sponsor is able to meet the required expenses should be signed and certified with a raised seal.

6. For transfers, an official transcript from each college or university attended is required. All transcripts must contain an official signature and institutional seal.

All documents must be received by the office of admission before a Form I-20 will be issued. International students who have been admitted to the University must meet the University's campus housing requirement (see Student Development section).

Prior to the start of classes, students must submit an immunization record and medical history. International students may be required to have a TB test or other medical testing as determined by the Medical Director. International students must also present proof of health insurance equivalent to what is offered through Xavier University. All students will be required to present proof of health insurance of purchase health insurance through Xavier University each academic year. Students with F1 or J1 visa types cannot waive the Xavier health insurance.

## **High School Equivalence (G.E.D.) Admission**

The G.E.D. (General Educational Development) examination is recognized in individual cases as a replacement for the high school diploma. Applicants should have copies of their scores and of the certificate forwarded directly to the Office of Admission, or if they are applying to the Center for Adult and Part-time Students (CAPS), to that office. Candidates for admission who have taken the G.E.D. must complete an application for admission.

## **Home Schooled Admission**

Home Schooled students are recognized by the office of admission as eligible candidates for admission. Students who are home-schooled must submit an application for admission, the appropriate documentation from state and/or national home schooling accrediting agencies, official transcripts, scores of the ACT or SAT, and must interview with the office of admission.

## **Provisional Admission**

Provisional admission may be granted by the Dean of Admission or the Dean of CAPS to a student who has been unable to complete arrangements for admission before registration dates. If the student fails to complete arrangements for formal admission within one month of the first day of class, the student's admission and registration will be canceled. Tuition paid will be refunded, but no fees can be refunded and room and board charges will be prorated.

## **Advanced Placement and Credit by Examination Policies**

Xavier University participates in the Advanced Placement Program of The College Board. Ordinarily, a score of "3" or better in an Advanced Placement (AP) examination will earn the student an advanced placement with credit in that discipline. Some disciplines require a score of "4" or better. Contact the office of admission for more information. Xavier also participates on a limited basis in the College Level Examination Program (CLEP) of The College Board.

Entering students may also be awarded advanced placement with credit for college level courses taken during their high school years under the auspices of a duly accredited university or college. Credit will be granted in these courses provided the student earned a passing grade of a "C" or better. An official transcript must be sent to Xavier's office of admission.

## **International Baccalaureate Policy**

Xavier University grants college credit for classes taken through a recognized International Baccalaureate (IB) program. Students can earn credit for successfully completed higher level classes in which a score of "5" or better is achieved on the appropriate IB examination. For more information contact the office of admission.

## **Enrollment Options for Current High School Students**

Xavier University has for many years offered academically talented high school students the opportunity to enroll as non-degree students in undergraduate courses on a space available basis. Opportunities for these students include the Summer Junior Program, Post-Secondary Enrollment

Option, and Collegium program and Jump Start – Xavier's summer residential program. See non-traditional admission process section for more information.

## **Non-Traditional Undergraduate Admissions**

The Center for Adult and Part-Time Students (CAPS) admits full or part-time students age 22 or older, all undergraduate non-degree students, and high school students interested in the opportunity to earn college credit prior to high school graduation. Note: Students 22 years of age and older who wish to pursue nursing should apply through the office of admission. For non-traditional admission policies, please refer to the Admission Process for Non-Traditional Students.

\* \* \* \* \*

## **ADMISSION PROCESS FOR NON-TRADITIONAL STUDENTS (22 years of age and older)**

Students 22 years of age and older who wish to apply for undergraduate admission must submit the following:

1. A Center for Adult and Part-Time Students (CAPS) application for undergraduate admission.
2. High school transcript and/or GED scores. SAT and/or ACT scores, if available.
3. Transcripts from all previously attended colleges and universities.

Once admitted, students who were born after 1956 are required to submit proof of MMR (Measles, Mumps and Rubella) immunization, or immunity via measles titer.

A credential submitted for admission consideration becomes the property of the University. All credentials should be on file by the appropriate deadline. Please contact CAPS for deadline information.

Any falsification of information on the application or transcripts will be sufficient cause for disqualification for admission or dismissal from the University if the individual has enrolled. All tuition and fees paid and credit earned are forfeited under such dismissal.

## **Freshman Admission for Non-Traditional Students**

Factors considered in making admission decisions for non-traditional students who have not previously attended a college or university include, but are not limited to, the following: the candidate's previous academic performance at the secondary school level, including the rigor of the curriculum pursued and the overall grade point average achieved; results from either the ACT or SAT I exams if available; the candidate's rank in class (when available); life or work experiences; and any other factors which help to determine the candidate's potential for academic success.

## **Admission for Non-Traditional Transfer Students**

Xavier University accepts qualified students who have attended other regionally accredited institutions of higher education. See "Transfer Student Admission" for complete transfer policies.

## **Non-Degree Student Admission**

Students who do not wish to pursue a degree; but wish to take undergraduate courses at Xavier, may be admitted, and registered through the Center for Adult and Part-Time Students (CAPS). Non-degree student applications are available through CAPS. There is no application fee and transcripts do not have to be submitted. Non-degree students who wish to change to degree seeking status at Xavier must follow the appropriate admission process.

## **Enrollment Options for Current High School Students**

Xavier University offers academically talented high school students the opportunity to enroll

as non-degree students through the Center for Adult and Part-Time students in the following programs:

**Summer Junior Program:**

Offered to high school students who have completed their junior year and who have a grade point average of at least a "B." Accepted students may take one course from selected offerings during the regular summer sessions at a nominal tuition charge. Contact your high school advisor for more information.

**Summer Scholars Program:**

Two-week residential summer credit programs offered to high school sophomores and juniors with a grade point average of at least a "B+." Accepted students enroll in one two-week program designed to provide introductory college academic and living experiences. Specific program topics are designed to provide students with exposure to an academic experience in areas of study that they are considering. Topics include but are not limited to: International Business, Pre-Law, Pre-Medicine and Computer Science/Information Systems.

**Post-Secondary Enrollment Option**

Xavier University participates in this program which allows superior high school students to attend the University at no charge during the regular academic year. Contact the Xavier office of admission for more information.

**Collegium**

Xavier University offers a unique opportunity for qualified high school students to earn college credit for successfully completing advanced high school courses that have been selected to be part of the University's Collegium program.

The program is open to superior junior and senior students at participating high schools. It is intended for those student who have high grades and are judged by their faculty to have the competence, motivation, and maturity to earn college credit in advance of high school graduation. Students should be recommended by a teacher and regarded as capable of performing "B" or better work in the proposed course.

**Provisional Admission**

Provisional admission may be granted by the Dean of CAPS to a student who has been unable to complete arrangements for admission before registration deadline. Provisionally admitted students must submit all application documents within the first semester of enrollment or they will be restricted from registering for subsequent semesters.

**Undergraduate Reactivation**

An undergraduate student who previously attended Xavier and has not been registered for one year is required to complete a Reactivation Form before registering. The form is available in the Office of the Registrar. Applicants who want credit for coursework taken at another university during their absence from Xavier must submit an official transcript to the Office of the Registrar. See the entry under Transfer Students below for time limitations on the acceptance of coursework. Students are reactivated under the current catalog year, unless an exception is made by the dean.

Students suspended from Xavier or from other institutions for poor academic performance will not be eligible for reactivation before the lapse of at least one fall or spring semester. In all cases, reactivation and the conditions for such will be determined by the dean of the appropriate college.

All prior financial obligations must be settled with the Office of the Bursar prior to reactivation, and the student must be in good standing with the Division of Student Development.

### **Veterans' Education**

Xavier University is approved for the education and training of veterans and their eligible dependents under all existing public laws. Requests for information should be referred to the Director of Veterans' Educational Benefits (DVA), Office of the Registrar, Xavier University. Xavier is a Servicemembers Opportunity College (SOC). The toll free number for DVA and SOC information is 1-800-368-5622.

\* \* \* \* \*

# UNDERGRADUATE SCHOLARSHIPS AND FINANCIAL AID

The Office for Financial Aid's purpose is to provide the best possible service and information to students financing a Xavier education.

The office is located in Schott Hall, 1<sup>st</sup> floor. Office hours are Monday-Friday, 8:30 a.m.-5:00 p.m., and Saturdays by appointment, 513 745-3142. Email address is: XUFINAID@XU.EDU

## Standards of 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. *Successful completion* of a course is defined as receiving one of the following grades: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or S.

The standards apply to the following financial aid programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Federal Perkins Loan, Federal Stafford Loan, Federal Parent Loan for Undergraduate Students (PLUS), 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

- Students who have not yet completed two academic years must have a minimum cumulative GPA of 1.750.
- Students who have already completed two academic years must have a minimum cumulative GPA of 2.000.

### Quantitative Requirement - Annual Completion Rate

Undergraduate students must successfully complete a minimum of 67% of the credit hours attempted each academic year (attempted hours are hours for which a charge was incurred, excluding audited hours). The academic year begins with summer semester and ends with spring semester.

### Maximum Time Frame for Completion of Educational Objective

Undergraduate 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 effect 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 at *attempted hours*.
- Maximum Time Frame - A course that is repeated is only counted once as *attempted hours*.

### Remedial Coursework

Remedial courses and 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 only count toward 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 (i.e., change from Bachelor of Arts to Bachelor of Science) are still held to the 150% maximum time frame rule. All credits attempted from the first major/degree will count as attempted hours for the new major/degree. The 150% maximum limit will be measured based on the number of credits required for the new major/degree.

### Second Bachelor Degrees

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.

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

### Financial Aid Suspension

Students who are placed on financial aid suspension are ineligible for financial aid for the following school year (summer through spring). During the suspension year students may either attend Xavier at their own expense, or may choose to sit out one year.

#### Reinstatement of Eligibility

- Students who choose to attend Xavier during the suspension year at their own expense will not be automatically eligible for financial aid. At the end of the suspension year, students must be meeting the academic standards in order to regain eligibility for the following year.

### Appeals

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 that are unusual and/or unforeseen at the beginning of the year, 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. Appeals should be made in writing to the Financial Aid Committee, in care of the Director for Financial Aid. Students are notified by mail of the results of their appeal. The possible appeal results are listed below.

#### Approved Appeals – Approved for that aid year

Students are eligible for financial aid for that academic year. At the end of the academic year their academic progress is reviewed. Eligibility for the upcoming year is contingent on meeting satisfactory progress requirements.

#### Approved Appeals – Conditional Status

*While on conditional status, students must successfully complete every credit attempted.* Therefore, financial aid eligibility for each consecutive semester is contingent upon the student successfully completing (receiving grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D- or S) his or her prior semester. Grades of "W" are not considered to have been successfully completed. If a student does not successfully complete a semester, financial aid is forfeited for all remaining semester in the financial aid year.

#### Denied Appeals – Reinstatement of Eligibility

Students who choose to attend Xavier during the suspension year at their own expense will not be automatically eligible for financial aid. At the end of the suspension year, students must be meeting the academic standards in order to regain eligibility for the following year.

### **Information Sources**

Information concerning university-sponsored scholarships and grants is available from the following sources:

1. Undergraduate degree programs: the Office of Financial Aid.
2. The Center for Adult and Part-Time Students (CAPS): the Dean of CAPS.
3. Reserve Officers' Training Corps (ROTC) Scholarships: the Professor of Military Science.
4. Athletic Grants-in-Aid: the Director of Athletics.

### **XAVIER SCHOLARSHIPS**

#### **Regulations Concerning Scholarships**

1. With the exception of the Xavier Service Fellowships and the Fredin Memorial Scholarships, all Xavier-sponsored scholarships are applicable to tuition only. They may not be applied to the cost of room, board, fees, or summer school courses, nor are they applicable to courses taken during the senior year in the programs of Medical Technology, Applied Biology, Applied Chemistry and Applied Physics.
2. Only full-time students are eligible for scholarships. Full-time enrollment is defined as students enrolled 12 or more credit hours per semester.
3. Scholarships must be accepted for the period of time indicated in the award letter from the Office of Financial Aid, and they are forfeited in the event that the recipient does not enroll.
4. It is understood that the scholarship stipend will be divided evenly between the fall and spring semesters. Hence, recipients who attend only one semester will receive only one-half of their award.
5. All scholarships are awarded at the discretion of the Financial Aid and Scholarship Committee of Xavier University. The committee reserves the right to adjust the scholarship stipend if the holder receives financial aid from some other source.

#### **Xavier Service Fellowships**

These full tuition, full room and board fellowships are four year scholarships awarded annually to five first-year students who have demonstrated high academic achievement, outstanding service to community, school and/or church, and leadership in encouraging others to serve. The

recipient of the Fellowship must perform a specified amount of community service in the greater Cincinnati area each week of the academic year for all four years. Selected Fellows give part of their time to the promotion of service on the Xavier campus. Fellowships are in effect for eight consecutive semesters if the recipient maintains full-time status and a minimum cumulative grade point average of 3.000 in the freshman year and 3.250 cumulative average thereafter.

### **St. Francis Xavier Scholarships**

These full-tuition scholarships are awarded annually to incoming freshmen in recognition of superior leadership talent and the highest academic achievement. They are in effect for eight consecutive semesters if the recipient maintains full-time status and a minimum cumulative grade point average of 3.000 in the freshman year, and 3.250 cumulative average thereafter.

### **Chancellor, Trustee, Schawe, Presidential, and Honor Scholarships & Awards**

These partial tuition scholarships are awarded to incoming freshmen in recognition of superior talent and high academic achievement. Further information about these awards can be obtained by contacting the Office of Admission. These scholarships are in effect for eight consecutive semesters. For specific renewal criteria, please visit the Scholarship & Financial Aid website at [www.xavier.edu](http://www.xavier.edu) or contact the office of financial aid toll-free at 800 344-4698.

### **Allgeyer Art Scholarship**

The half-tuition Allgeyer Art Scholarship is awarded to an upperclass Art major who has not only demonstrated a talent for art but also a commitment to the art major, including the ownership of a rigorous work ethic. Financial need is also a consideration. Further information can be obtained from the Department of Art.

### **Pedro Arrupe Scholarship**

One full-tuition scholarship is awarded once every four years to an incoming African-American student in recognition of high academic achievement and community involvement. It honors the former Superior General of the Society of Jesus (Jesuits). Further information is available in the Office of Admission.

### **Broering Scholarships**

The \$1,000 Broering Scholarship is awarded to a freshman who is a member of Blessed Sacrament Parish in Fort Mitchell, Kentucky. Further information can be obtained from the Office of Admission.

### **Departmental Scholarships**

Six departments — Chemistry, History, Classics (Latin), Mathematics, Modern Languages (French, German or Spanish) and Physics — each offer one \$2,500 scholarship to the incoming freshman who scores highest on the departmental examination administered on campus each year. Details are available from the Office of Admission. These tuition restricted awards are given in addition to any other partial scholarship for which the winner might be eligible. They are in effect for eight consecutive semesters as long as the recipient is a full-time student, maintains the appropriate major, and maintains a 3.000 cumulative grade point average.

### **Jack G. and Mary C. Downing Faculty/Student/Mentor Scholarships**

Partial tuition scholarships are awarded to upperclass students in the Williams College of Business interested in undergraduate research directed by a college faculty member. A member of

the college's Business Advisory Council serves as a mentor to the student. Further information is available in the Williams College of Business.

### **Edgecliff Awards**

These partial tuition grants are awarded to students based on high academic achievement with consideration for financial need. First consideration is given to the dependents of Edgecliff alumni. These scholarships are in effect for up to eight consecutive semesters if the recipient maintains full-time status and remains in good academic standing. Application forms are available in the Xavier Alumni Office.

### **Edgecliff-McAuley Scholarships**

These talent scholarships, some full-tuition and some partial, are awarded annually to incoming freshmen, and in some cases, to transfer students who plan to major in art or music. They are awarded on a competitive basis. Interested prospective students should contact the Office of Admission for further details. They are in effect for eight consecutive semesters as long as recipient maintains full-time continuous enrollment in the art or music major, GPA in his or her major of 3.000, and a cumulative GPA of 2.500.

### **Fifth Third Bank/Jacob G. Schmidlapp Scholarships**

These tuition scholarships are awarded to students majoring in Montessori Education. Further information is available in the Montessori Education Office.

### **Fredin Memorial Scholarships**

Each year the Fredin Scholarship Committee awards scholarships to worthy students to help them finance one full year of study at the University of Paris (Sorbonne). Established from the bequest of Mlle Aline Fredin in memory of her parents, these scholarships are awarded on a competitive basis to Xavier students who have attained at least junior standing.

### **Grand Lodge of Free and Accepted Masons of Ohio Scholarship**

The \$2,000 Grand Lodge Scholarship is awarded to an upperclass student enrolled full-time. The Scholarship is awarded based on academic achievement and financial need. Preference is given to Ohio residents. Further information is available in the Office of Financial Aid.

### **Honor Bachelor of Art Scholarships**

The partial tuition HAB Scholarships are awarded to students enrolled in Xavier's honor bachelor of arts (HAB) program. Further information can be obtained from the Office of Admission.

### **Indiana Alumni Scholarship**

Each year one tuition restricted scholarship is awarded to a freshman from Indiana. Further information can be obtained from the Office of Admission.

### **Antonio Johnson Scholarship**

This full tuition, room and board scholarship is awarded to a junior who has demonstrated academic excellence, outstanding leadership, involvement, service, and who has made a significant contribution to Xavier's Black Student Association.

### **Music Grants**

These tuition restricted grants are awarded to freshmen based on musical talent. Further information can be obtained from the Office of Admission.

## **National Merit Scholarships**

These partial tuition scholarships are awarded to freshmen and transfer students who list Xavier as their first choice school. Award amounts range from \$1,000 to \$2,000.

## **Mr. and Mrs. Fletcher E. Nyce Scholarship**

The Nyce Scholarship is awarded to an upperclass student in recognition of high academic achievement and contribution to Xavier.

## **Paul L. O'Connor, S.J. Scholarship**

The O'Connor Scholarship is awarded to an upperclass student in recognition of outstanding academic and extracurricular achievement and contribution to Xavier.

## **Performing Art Grant**

These tuition restricted grants are awarded to freshmen based on musical or dramatic talent. Further information can be obtained from the Office of Admission.

## **Rev. Joseph Peters, S.J. Scholarship**

The \$2,500 Peters Scholarship is awarded to an upperclass pre-medical or pre-dental student in recognition of high academic achievement.

## **ROTC Scholarships**

The Department of the Army annually awards ROTC Scholarships to outstanding students. Information regarding all ROTC awards can be obtained by contacting the Xavier University Military Science Department at 513 745-1062 or 888 4XU-ROTC.

Scholarships are also available through the Air Force ROTC at the University of Cincinnati. Students may enroll in this program through the Greater Cincinnati Consortium of Colleges & Universities. For more information, contact the Department of the Air Force at the University of Cincinnati, 513 556-2237.

## **Rev. Thomas G. Savage, S.J.**

The Savage Scholarship may be awarded to up to two upperclass students in recognition of dedication to, and excellence in the humanities.

## **Summers Nursing Fellowship**

A full tuition fellowship is awarded once every four years to a first year nursing student from northern Kentucky enrolled in the four year Bachelor of Science Nursing Program. The student must demonstrate a record of interest in health care and a commitment to nursing as a career. The fellowship is in effect for eight consecutive semesters if the student remains in the nursing program, maintains a cumulative grade point average of at least a 3.000 and volunteers 25 hours per month in an approved health care setting. Further information is available from the Department of Nursing.

## **Transfer Scholarships**

These partial tuition scholarships are awarded to transfer students in recognition of high academic achievement. The scholarships are renewable for up to seven semesters provided the recipients maintain a cumulative GPA of at least 3.000. Further information can be obtained from the Office of Admission.

## **Upperclass Scholarships**

Upperclass students who have no other Xavier-sponsored scholarship may be eligible for a partial-tuition scholarship. Applicants must have completed at least 24 hours at Xavier with a

cumulative average of at least 3.000. Financial need is also a consideration. Students must be full-time and must complete the necessary financial aid applications. For more information, contact the Office of Financial Aid.

### **Benjamin D. Urmston Family Peace Studies Scholarships**

One Urmston Scholarship is awarded annually to a freshman who has demonstrated an interest in the ideas and values of peace and justice. Further information can be obtained from the Office of Admission. In addition, up to two Urmston Scholarships may be awarded to upperclass students who have minors in Peace Studies. Further information can be obtained from the Peace Studies Program.

### **Weninger Scholarship**

These scholarships are awarded to incoming African American freshmen in recognition of high academic achievement. The scholarship value ranges from partial to full tuition. These scholarships are in effect for eight consecutive semesters if the recipient maintains a 2.500 cumulative grade point average. Information can be obtained from the Office of Admission.

### **Western-Southern Life Nursing Scholarship**

This \$4,000 scholarship is awarded to a minority freshman majoring in nursing. Further information can be obtained from the Office of Admission.

### **Williams Scholars Program**

Four four-year scholarships will be provided to the entering class annually. The Williams Scholars will interact with the business community, provide student leadership and other services for the Williams College of Business. The University Scholarship Committee will select the Williams Scholarship recipients among incoming business students. The scholarship may be added to other scholarships received by the student in order to cover tuition costs. The student must be a business major to continue receiving the Williams Scholarship. For more information contact the Williams College of Business Undergraduate office.

## **XAVIER FINANCIAL AID**

### **Xavier Tuition Grants**

Xavier University awards tuition grants to students who demonstrate financial need. Students must complete the Free Application for Federal Student Aid (FAFSA). Students whose FAFSA is received at the federal processor by February 15 will receive priority consideration.

### **Family Grants**

Xavier University provides partial tuition grants when there are two or more siblings enrolled full-time as undergraduates at Xavier during the same semester. Contact the Office of Financial Aid for additional information.

### **Athletic Grants-in-Aid**

These grants are available through the Office of Athletics. Contact the Office of Athletics for information and assistance 513 745-3413.

### **Grants - Center for Adult and Part-time Students**

The Center for Adult and Part-time Students (CAPS) awards grants to students registered through CAPS, including the Weekend Degree Program. The grants are based on financial

need and are generally only awarded to students who do not receive other forms of financial aid. For further information contact the CAPS office, 513 745-3355.

## **Tuition Payment Plans**

Several payment plans, ranging from installments to Employer Reimbursement, are available through the Office of the Bursar. For further information, contact the Office of the Bursar at 513 745-3435.

## **FEDERAL GRANTS AND SCHOLARSHIPS**

Students must complete the Free Application for Federal Student Aid (FAFSA) each year. In addition, students must meet the following requirements to apply for federal financial aid:

1. Be a U.S. citizen or an eligible non-citizen.
2. Maintain satisfactory academic progress.
3. Be enrolled as a regular student in a degree or certificate program.
4. Not be in default on any federal loan or owe a refund on a federal grant.
5. Have demonstrated financial need.
6. Not have been convicted of an offense involving either the possession or sale of illegal drugs.

## **Federal Pell Grant**

The Pell Grant Program provides grants to students with exceptional financial need. The amount of the Pell grant varies based on the level of financial need and the number of credit hours in which the student enrolls.

## **Federal Supplemental Educational Opportunity Grant (SEOG)**

The Supplemental Educational Opportunity Grant is also for students with exceptional financial need (with priority given to Pell Grant recipients). While grants may range from \$200 to \$4,000, the amount of the award is limited by federal funding.

## **Federal Work-Study Program (FWS)**

The Federal Work-Study Program provides students who have financial need the opportunity to earn income from jobs. Earnings for this program are funded by both the federal government and the university. The student's total FWS award depends on the student's financial need, the amount of money the university has for the program and the aid the student has from other programs. Students who accept employment are paid bi-weekly by direct deposit.

## **Federal Perkins Loan**

The Perkins Loan is a low-interest loan that may be offered to students with financial need. Annual loan amounts range from \$500 to \$3,000. Recipients are selected by the University. Repayment begins on a monthly basis nine months after the borrower ceases to be enrolled at least half-time.

## **Federal Stafford Loan (subsidized)**

A subsidized Stafford Loan is a low-interest loan made to college students by commercial lending institutions. The student pays an origination fee and insurance premium, but the federal government pays the interest while the student is enrolled in college as at least a half-time student. Interest and principal repayment start six months after the borrower ceases to be at least half-time.

## **Federal Stafford Loan (unsubsidized)**

An unsubsidized Stafford Loan is similar to the subsidized Stafford, except the student is responsible for interest payments while enrolled. Eligibility is not based on financial need.

## **Parent Loan for Undergraduate Students (PLUS)**

Parents may borrow up to the total cost of attendance (tuition, room, board, books, etc.), minus financial aid, for each of their dependents attending college. There is no limit on family earnings. The interest rate is variable. Interest begins accruing at disbursement of the funds, and the parents start making repayments approximately 60 days after disbursement. The loan must be completely repaid within 10 years from the most recent loan.

## **STATE SCHOLARSHIPS AND GRANTS**

### **Ohio Student Choice Grant (OSC)**

OSC is a tuition restricted state grant available to Ohio residents who are enrolled full-time in their first baccalaureate degree program. Students could not have been enrolled full-time in a college or university prior to July 1, 1984.

### **Ohio Instructional Grant (OIG)/Ohio College Opportunity Grant (OCOG)**

OIG/OCOG is a tuition restricted state grant that provides need-based assistance to full-time undergraduate students from low and moderate income families who are Ohio residents. The State of Ohio determines eligibility based on family income and number of dependents in the family.

### **Ohio Academic Scholarship**

Each high school in Ohio selects one of their graduating seniors for this scholarship. Further information can be obtained from the high school guidance counselor.

## **HOW WITHDRAWING FROM SCHOOL AFFECTS FINANCIAL AID**

### **Federal Aid**

When a student completely withdraws (both officially and unofficially) from Xavier before completing the term, federal regulations require that the University determine whether any of the student's federal aid, other than Federal Work Study, has to be returned. Federal aid includes the Federal Subsidized and Unsubsidized Stafford Loan, Federal Pell Grant, Federal Supplemental Opportunity Grant (FSEOG), Federal Perkins Loan, and the Federal PLUS Loan. A student "earns" federal aid based upon the length of time he or she remained enrolled for the semester. The amount of federal aid earned is in direct proportion to the percentage of time the student completed. The percentage of time completed is calculated by dividing the number of days in the semester by the number of days completed. If a student completed more than 60% of the semester, all federal aid is considered earned.

To determine the number of days completed, Xavier identifies the date the student withdrew from the University. The date of withdrawal for students who officially withdraw is the date that the student begins the withdrawal process. To begin the withdrawal process, the student must notify the appropriate college dean in person or in writing. A student who "unofficially" withdraws (stops attending all classes without notifying the University) is considered to be withdrawn as of the midpoint of the semester.

In those cases where federal aid must be returned, the University and the student share the responsibility. Xavier will notify the student in writing of his or her responsibility to return any federal aid. Federal grant funds must be returned immediately after the student is notified by the University. Until the student returns the federal grant money, he or she is ineligible for further federal assistance should he or she return to Xavier or transfer to another school. Federal loan funds are returned under the terms of the student's promissory note.

Federal aid that is considered "unearned" is returned in the following order:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Opportunity Grant

In some cases, the return of federal aid may cause a balance due on the student's account. The student must contact Xavier University's Student Account Office to arrange for payment of the amount due.

## **Xavier University Aid and State Aid**

Students who withdraw prior to the end of Xavier University's published refund schedule, may receive a reduction in charges. If a reduction of charges occurs, the student's Xavier University funds and state funds may also be reduced. Xavier and state aid are reduced by the percentage at which the student's charges were reduced.

In some cases, the reduction of Xavier University funds and state funds may cause a balance due on the student's account. The student must contact Xavier University's Office of Student Accounts to arrange for payment of the amount due.

## **Endowed Scholarships**

Donations to the permanent scholarship fund of Xavier University honor and memorialize many individuals, classes, and organizations, some of whose names are listed below. The income from these permanent endowments is used to award University-sponsored scholarships:

*Florence & Laura Albers Memorial Scholarship*

*Joseph R. & Carole Albers Scholarship*

*Albrecht Family Scholarship*

*George Alden Trust Scholarship*

*Walter H. Alexander Scholarship*

*Audrey C. Alonso Memorial Scholarship*

*Mr. & Mrs. William L. Alter Scholarship*

*Alter Women's Athletic Scholarship*

*Alumni Chapter Scholarships - Cleveland, Columbus, Dayton, Detroit, Indianapolis, Toledo*

*Charles B. Amann Memorial Scholarship*

*Robert Antonelli Memorial Scholarship*

*Harold and Bonnie Aranda Scholarship*

*Gwynned & Frank Armstrong Nursing Scholarship*

*Pedro Arrupe, S.J., Memorial Scholarship*

*Msgr. Charles E. Baden Memorial Scholarship*

*Paul A. Bardon Memorial Scholarship*

*Bardon/Walsh Family Scholarship*

*Dr. Charles M. Barrett, '34, Memorial Scholarship*

*Beckman Family Scholarship*

*Sr. Ann Beiersdorfer, R.S.M., Scholarship*

*C. Robert Beirne Memorial Scholarship*

*John and Jinny Berten Scholarship*  
*Odis and Dorothy Bertelsman Scholarship*  
*Lester J. Best Memorial Service Fellows Scholarship*  
*Rev. Clifford S. Besse, S.J., Memorial Scholarship*  
*Rev. Albert J. Bischoff, S.J., Scholarship*  
*Blakely Family Memorial Scholarship*  
*G. Lawrence Bliss Family Scholarship*  
*Richard J. Blum Scholarship*  
*Bolger and Selzer Families Scholarship*  
*Edmund J. Bradley Memorial Scholarship*  
*J. Peter Brady Memorial Scholarship*  
*Brennan Corporation Scholarship*  
*Mother Hilda Brennan Memorial Scholarship*  
*Mildred C. Brinn Memorial Scholarship*  
*James and Mary Brockhoff Scholarship*  
*Albert F. and Bernadetta Broering Memorial Scholarship*  
*- in memory of Rev. Theodore Rolfes and Ada M. Rolfes*  
*Rev. Edward B. Brueggeman, S.J., Memorial Scholarship*  
*Gordon and Nadine Brunner, Scholarship*  
*Dr. Hal Bryant Memorial Scholarship*  
*Clem and Ann Buenger Scholarship*  
*John R. Bullock Memorial Scholarship*  
*Henry Bunker Memorial Scholarship*  
*Paul & Betty Burkhart Scholarship*  
*Phil and Jeanne Busch Scholarship*  
*Raymond L. Buse Memorial Scholarship*  
*Anne D. Butz Memorial Scholarship*  
*Kathleen McDonough Buzek Memorial Scholarship*  
*Paul D. "Chip" and Rose Cain Memorial Scholarship*  
*Joseph and Kathleen Caito Family Scholarship*  
*Centennial Scholarship*  
*Ralph W., '48, & Elaine Chambers Memorial Scholarship*  
*Helen Clark Scholarship*  
*C. A. Clasgens Memorial Scholarship*  
*Class of 1931 50th Anniversary Scholarship*  
*Class of 1932 50th Anniversary Scholarship*  
*Class of 1933 50th Anniversary Scholarship*  
*Class of 1956 25th Anniversary Scholarship*  
*Class of 1958 25th Anniversary Scholarship*  
*Class of 1961 25th Anniversary Scholarship*  
*Class of 1969 Scholarship*  
*Class of 1970 Scholarship*  
*Class of 1971 Scholarship*  
*Class of 1973 Scholarship*  
*Class of 1974 Scholarship (in memory of Doreen Jankowski)*  
*Class of 1985 Scholarship*  
*Ralph and Julia Cohen Scholarship*  
*Cohen Foundation Scholarship*  
*Michael J. and Margaret A. Conaton Family Scholarship*  
*Thomas L. Conlan, Sr., (Knowledge Works) Memorial Scholarship*

*Charles F. Conners Memorial Scholarship*  
*Charles J. Connolly Memorial Athletic Scholarship*  
*Helen and Harry Cordesman Memorial Scholarship*  
*John J. and Cameron Cox Scholarship*  
*James H. and Mary S. Curran Memorial Scholarship*  
*Jack Currus Memorial Scholarship*  
*Mary Dahlstrom Memorial Scholarship*  
*Dr. William E. and Mary A. Daily Scholarship*  
*Raymond and Grace Daley Memorial Scholarship*  
*M. Thomas and Martha Dalton Scholarship*  
*Deacon Family Memorial Scholarship*  
*Gerald J. DeBrunner Accounting Scholarship*  
*William H. Deddens Memorial Scholarship*  
*Richard T. Deters, S.J., Memorial Scholarship*  
*Helen Hennigan Diehl - Thomas J. Klinedinst Scholarship*  
*Rev. Albert Dierkes, S.J., Memorial Scholarship*  
*The Dornheggen Memorial Scholarship*  
*George and Katherine Dovich Memorial Scholarship*  
*Jack G. & Mary C. Downing Faculty/Student/Mentor Scholarships*  
*Robert and Rita Driehaus Scholarship*  
*James W. Duff Scholarship*  
*Patrick J. Duggan Family Scholarship*  
*Jesse K. Dunn Memorial Scholarship*  
*Joseph E. Ebertz Memorial Scholarship*  
*Edgecliff Scholars Scholarship*  
*John Eick Memorial Scholarship*  
*James C. Eigel Scholarship*  
*Michael J. Ertle, Sr., Memorial Scholarship*  
*Jerome and Mary Jean Esselman Scholarship*  
*Rlene & Lyle Everingham Scholarship*  
*James R. Favret/DH&S Memorial Scholarship*  
*Federated Foundation Scholarship*  
*Raymond and Frances Fellingner Memorial Scholarship*  
*Rev. John N. Felten, S.J., Scholarship*  
*The Fifth Third Bank/Jacob G. Schmidlapp Scholarships*  
*Robert C. Fischer Memorial Graduate Scholarship*  
*Mary Flaspohler Memorial Scholarship*  
*Charles Fleischmann Endowment Scholarship*  
*Anna Louise Flynn Memorial Scholarship*  
*Rev. Lawrence J. Flynn, S.J., Memorial Scholarship*  
*John A. Fogarty Scholarship*  
*Foss Family Scholarship*  
*Fredin Memorial Scholarships*  
*Mary and Francis Frey Memorial Scholarship*  
*Garry Family Memorial Scholarship*  
*Msgr. William Gauche Memorial Scholarship*  
*Steven D. Gerke Memorial Scholarship*  
*Walter and Florence Gernhardt Scholarship*  
*Dr. Martin B. Gerowitz Memorial M.H.S.A. Scholarship*  
*James W. Gettelfinger Memorial Scholarship*

*Harry J. Gilligan Memorial Scholarship*  
*Robert & Kathleen Glaser Scholarship*  
*- in honor of the Sisters of Notre Dame of Uganda*  
*Robert H. and Catherine Goldsmith Family Scholarship*  
*Raymond J. Grace Family Scholarship*  
*James F. Griffin, III, Memorial Scholarship*  
*L.H. Gunter Memorial Scholarship*  
*Anthony J. Haefner Memorial Scholarship*  
*Dr. Thomas J. Hailstones Memorial Scholarship*  
*John P., Sr., John P., Jr., '57, and Gertrude Haley Memorial Scholarship*  
*Rita Elsaesser Harpenau Memorial Scholarship*  
*Rev. Gilbert Hartke Performing Arts Scholarship*  
*Robert F. Hartman Scholarship*  
*Frederick A. Hauck Physics Research Scholarship*  
*Richard H. Heekin Scholarship*  
*Lawrence J. Heim Memorial Scholarship*  
*Hershey Foods Minority Scholarship*  
*Rev. William P. Hetherington, S.J., Memorial Scholarship*  
*James B. Hill Memorial Scholarship*  
*Mrs. F. W. Hinkle Memorial Scholarship*  
*Harry Hocks Memorial Scholarship*  
*James & Lydia Hoff Memorial Scholarship*  
*Rev. James E. Hoff, S.J., Honorary Scholarship*  
*Jerry and Ginnie Hoffman Scholarship*  
*Hon. Timothy S. Hogan, '30, Memorial Scholarship*  
*John G. Holters Memorial Scholarship*  
*Louis J. Homan Memorial Scholarship*  
*Charles Housley Scholarship*  
*David and Rosemary Huhn Scholarship*  
*Joseph F. & Karen Hutchison Scholarship*  
*- in memory of Theodore Learn*  
*Indianapolis X.U. Alumni Chapter Scholarship*  
*Thomas K. Jenkins, Jr., Memorial Scholarship*  
*Antonio Johnson Memorial Scholarship*  
*Richard A. Jones Memorial Journalism Scholarship*  
*Julie Anne Kalker, '97, Memorial Scholarship*  
*William and Stephanie Keeler Memorial Scholarship*  
*Charles J. Kelly Family Scholarship*  
*Hugh Patrick Kielty Memorial Scholarship*  
*Rev. William F. King, S.J., Scholarship*  
*Marianne & Donald P. Klekamp Scholarship*  
*Thomas J. Klinedinst, Sr., Memorial Scholarship*  
*Robert J. Kohlhepp Family Scholarship*  
*David and Tina Kohnen Scholarship*  
*David and Shirley Kriegel Scholarship*  
*Eva Kroger Memorial Scholarship*  
*John and Marguerite Kron Scholarship*  
*Leo G. Kuhlman Memorial Scholarship*  
*Otto Kvapil Memorial Scholarship*  
*Glen A. LaGrange Memorial Scholarship*

*Anthony Lair Family Scholarship*  
*Revs. Michael Lavelle, S.J., and James E. Hoff, S.J., Scholarship*  
*Lawrence A. & Anne Leser Scholarship*  
*William J. Leugers Family Scholarship*  
*Paul & Ruth Lindenmeyer Memorial Scholarship*  
*Dr. Joseph F. Link Jr. Memorial Scholarship*  
*Margaret C. Link Memorial Scholarship*  
*H. B., E. W. and F. R. Luther Charitable Foundation Scholarship*  
*A.J. & Paulina Howes Long Memorial Scholarship*  
*Bernard F. Losekamp Family Scholarship*  
*Edward F. Macke, '98, Memorial Graduate Scholarship*  
*Fred F. Mackentepe Memorial Scholarship*  
*Vimala & Satya Majeti Scholarship*  
*Carl G. & Emma Martin Scholarship*  
*William V. Masterson, '41, Memorial Scholarship*  
*Anne C. & Charles McCarthy Scholarship*  
*Thomas K. McCormack Memorial Scholarship*  
*Walter A. McDonald Memorial Scholarship*  
*Walter A. and George McDonald Memorial Fund*  
*Patrick McGeehan Memorial Scholarship*  
*McGinnis Brothers Scholarship*  
*McGowan Scholarship*  
*Katie McKenna Scholarship*  
*Kenneth R. (Bill) McKowen Memorial Scholarship*  
*Gertrude L. & Francis X. McNerney Memorial Scholarship*  
*Archbishop McNicholas Memorial Scholarship*  
*Donald L. Mellott Family Scholarship*  
*Mercantile Stores Scholarship*  
*- in honor of David R. Huhn*  
*Kenner Michael Memorial Scholarship*  
*Angela Del Vecchio Miller Memorial Scholarship*  
*Rev. Frederick N. Miller, S.J., Memorial Scholarship*  
*Mollman Family Scholarship*  
*Roland & Margo Moores Scholarship*  
*Morand/Gibbons Nursing Scholarship*  
*Marvin J. Moran Memorial Scholarship*  
*John & Mildred Muething Scholarship*  
*John L. Muething Family Scholarship*  
*Rev. Robert W. Mulligan, S.J., Scholarship*  
*NJSHMG Scholarship*  
*Mary E. Nebel Memorial Scholarship*  
*James & Julie Neumann Scholarship*  
*John H. Newman Memorial Scholarship*  
*Donald and Phyllis Neyer Scholarship*  
*John F. Niehaus Memorial Scholarship*  
*Katherine Niehaus Memorial Scholarship*  
*Richard Niehaus Scholarship*  
*Rev. Victor B. Nieporte, S.J., Memorial Scholarship*  
*Louis & Louise Nippert Fine Arts Scholarship*  
*Mary and Al Nurre Scholarship*

*Mr. & Mrs. Fletcher E. Nyce Scholarship*  
*Rev. Edward J. O'Brien, S.J., Memorial Scholarship*  
*Michael H. Obloy Scholarship*  
*Rev. Paul L. O'Connor, S.J., Memorial Scholarship*  
*Thomas and Patricia O'Donnell Scholarship*  
*Mr. & Mrs. Theodore H. Oppenheim Memorial Scholarship*  
*Jack Paris, '59, Memorial Scholarship*  
*James & Mary Patton Scholarship*  
*John & Francis Pepper Scholarship*  
*John R. & Elizabeth Perrine Scholarship*  
*Peterloon Foundation Scholarship*  
*Rev. Joseph J. Peters, S.J., Scholarship*  
*Distinguished Physics Professors' Scholarship*  
*Joseph and Susan Pichler Scholarship*  
*Most Rev. Giuseppe Pittau, S.J., Scholarship*  
*Rev. William F. Poland, S.J., Memorial Scholarship*  
*A. Poplis Family Memorial Scholarship*  
*Mr. & Mrs. James E. Powers Scholarship*  
*John W. Poynton Family Scholarship*  
*Procter & Gamble Scholarship*  
*Harry G. Rabe, '64, Memorial Scholarship*  
*Glen Randolph Scholarship*  
*Kevin T. Reardon Family Scholarship*  
*Joseph B. Reynolds Memorial Scholarship*  
*Lt. Robert T. Rice, Jr., Memorial Scholarship*  
*William J. & Mary K. Rielly Scholarship*  
*Giles K. Riley Memorial Scholarship*  
*Claude A. Ritter Memorial Scholarship*  
*Rockwell Automation Scholarship*  
*Dr. Helmut J. Roehrig Music Scholarship*  
*Lawrence H. Rogers, II, Scholarship*  
*Matthew Ryan Family Memorial Scholarship*  
*Ryan Sisters Memorial Scholarship*  
*Linden C. Sahlfeld Scholarship*  
*Wilson J. (Woody) Sander Memorial Scholarship*  
*Rev. Thomas G. Savage, S.J., Memorial Scholarship*  
*Donald and Marcia Schade Scholarship*  
*Clara J. Schawe Memorial Scholarship*  
*Jacob G. Schmidlapp Memorial Scholarship*  
*Thomas J. Schmidt, '35, Memorial Scholarship*  
*Rev. William J. Schmidt, S.J., Memorial Scholarship*  
*Jeff Schoeplein Scholarship*  
*Danny Scholl Memorial Music Scholarship*  
*Dr. C. Richard Schroder Memorial Scholarship*  
*Jacob W. Schweizer Memorial Scholarship*  
*Scripps Howard Broadcasting Scholarship*  
*- in honor of Lawrence A. Leser*  
*Frank & Loretta Sedler Memorial Scholarship*  
*Lawrence W. Selzer, '31, Memorial Scholarship*  
*Paul and Emma Selzer Memorial Scholarship*

*Mary B. Shannon Memorial Scholarship*  
*Mary Claire Shaunnessy Memorial Scholarship*  
*Margaret Shea Memorial Scholarship*  
*Thomas Siemers Family Scholarship*  
*Janet and Ralph Sieve Scholarship*  
*Ruth M. Sieve Memorial Scholarship*  
*Sisters of Mercy Scholarship*  
*Stephen S. & Dolores Smith Scholarship*  
*Dr. Leo A. and Janet Smyth Memorial Scholarship*  
*Dr. James H. Spraul, '53, Memorial Scholarship*  
*George Springmeier Memorial Scholarship*  
*Rev. Victor Stechschulte, S.J., Memorial Scholarship*  
*Sherri Lee Stiefler Memorial Scholarship*  
*Janice Steinberg Memorial Scholarship*  
*Elizabeth Sullivan Memorial Scholarship*  
*Ann and Mary Summers Memorial Nursing Scholarship*  
*James & Cornelia Templeton Memorial Scholarship*  
*Thaman Family Scholarship*  
*Maxine and Herbert Thyen Scholarship*  
*Dr. & Mrs. William J. Topmoeller Memorial Scholarship*  
*Fred Tuke Memorial Scholarship*  
*Rev. Benjamin Urmston, S.J., Peace Studies Scholarship*  
*Dr. John F. VanKirk Family Scholarship*  
*Gertrude L. Vasey Memorial Scholarship*  
*Mary Poland Verkamp Memorial Scholarship*  
*Peter J. Viviano Athletic Scholarship*  
*A.R. Vonderahe, M.D., Memorial Scholarship*  
*Marcella B. & Edward P. VonderHaar Memorial Scholarship*  
*Frank B. Walsh Memorial Scholarship*  
*Mary Manning Walsh Memorial Scholarships*  
*Thomas and Kathleen Wasserman Family Scholarship*  
*Watson Family Scholarship*  
*Western-Southern Life Nursing Scholarship*  
*John A. Wiethe, '34, Memorial Scholarship*  
*Elizabeth Ryan Williams Memorial Scholarship*  
*William J. Williams Family Scholarship*  
*Worpenberg Family Memorial Scholarship*  
*G. Milton Wurzelbacher Memorial Scholarship*  
*WVXU Scholarship*  
*Xavier Parents' Club Scholarship*  
*Zachary Confections Scholarship*  
*Zipperer/Davis Scholarship*  
*E. Nelson Zoeller Memorial Scholarship*

\* \* \* \* \*

# UNDERGRADUATE ACADEMIC POLICIES AND REGULATIONS

## General Policies

The policies listed here affect all undergraduate students. Some degree programs have special policies which are specified within individual program descriptions. Refer to the "Registration" section of the catalog for general registration policies which affect both undergraduate and graduate students.

## Classification and Enrollment Status of Undergraduate Students

1. Freshmen - students who have earned 0 through 23.99 credit hours
2. Sophomores - students who have earned 24 through 54.99 credit hours
3. Juniors - students who have earned 55 through 89.99 credit hours
4. Seniors - students who have earned a minimum of 90 credit hours
5. Non-degree - students who have not declared themselves candidates for a degree at Xavier
6. Visiting (transient) - students from another college or university taking courses as a non-degree student at Xavier for transfer back to their home institution
7. Auditors - students taking courses but not for college credit
8. Full-time: summer, fall or spring - any student attempting 12 or more semester credit hours (selected programs, have semesters designated full-time regardless of hours attempted)
9. Part-time: summer, fall or spring - any student attempting up to 11 semester credit hours (three-quarter time is 9-11 semester credit hours; half-time is 6-8)

## Undergraduate Grading System

A = Exceptional	F = Failure
A-	VF = Failure to officially withdraw
B+	W = Official withdrawal
B = Good	I = Incomplete, changed when grade is assigned.
B-	(see Incomplete Work)
C+	AU = Audit - no credit or grade earned
C = Satisfactory	S = Passing/Satisfactory, credit earned
C-	U = Not passing/Unsatisfactory, no credit earned
D+	NC = No credit earned, non-graded course
D = Minimum passing	NR = No grade reported
D-	

No grade change can be made later than the 15<sup>th</sup> calendar day after the beginning of the next academic semester (fall or spring) except in the case of a resolved Grade Grievance. "S/U" grades are given in certain pass/fail courses, in place of letter grades. The grade of "S" does not equate with letter grades and is transferable to other universities only upon their approval.

## Quality Points

The quality point is the unit used to measure student achievement in a course. The number of quality points received for any course is equal to the number of points attached to the grade received, multiplied by the number of credit hours for the course. Quality points are calculated as follows:

A = 4.00 quality points per credit hour	D+ = 1.33 quality points per credit hour
A- = 3.67 quality points per credit hour	D = 1.00 quality point per credit hour
B+ = 3.33 quality points per credit hour	D- = 0.67 quality points per credit hour
B = 3.00 quality points per credit hour	F = 0.00 quality points per credit hour
B- = 2.67 quality points per credit hour	VF = 0.00 quality points per credit hour
C+ = 2.33 quality points per credit hour	I = 0.00 quality points per credit hour
C = 2.00 quality points per credit hour	U = 0.00 quality points per credit hour
C- = 1.67 quality points per credit hour	

The student's term grade point average (GPA) is computed by dividing the total number of quality points by the total number of quality hours in that term. "W", "AU", "S", "NC" and "NR" grades are not calculated into quality points, nor quality hours and, therefore, do not affect the GPA. The cumulative GPA is based on all terms at Xavier.

The semester hours in courses in which an "S" (satisfactory) grade is earned will count toward the University's minimum semester hour requirement of 120 for graduation with a baccalaureate degree or 60 with an associate degree. However, if the grade earned is "U" (Unsatisfactory), both the credit hours and the quality points are computed into the student's cumulative grade point average.

## Course Numbering

Courses are numbered in the following way:

- 100 to 199 - undergraduate lower division courses
- 200 to 499 - undergraduate upper division courses
- 500 and above - graduate level courses; open only to graduate students

## Credit Hours, Semester

A semester credit hour is equivalent to fifteen class hours per term. A weekly two- or three-hour period of laboratory work is considered equivalent to one credit hour. The credit hours for work in internships, practicums and student teaching vary.

The number of credit hours which each course carries is provided in the course description section of this catalog. The courses are listed in numerical order within the various departments in the back of this catalog.

## Excess Credit Hour Courseload

The following maximum course loads may only be exceeded with permission from the student's dean, even if the additional hours are to be taken for audit. Excess hours carry additional fees, unless departmental policy requires the excess.

1. Fall or spring - 18 hours
2. Summer - 7 hours each session, not to exceed 14 hours for the entire summer.

## Prerequisites

When selecting courses, students must adhere to required prerequisites and special course restrictions established by the colleges and academic departments. Prerequisites must be passed with the minimum acceptable grade before subsequent courses may be taken.

## Auditing Courses

Anyone wishing to audit a course may do so. An audited course does not carry credit or earn quality points or fulfill a requirement. Regular tuition rates apply. If audit requirements are not met a "W" grade may be assigned.

## Dean's List

In any term, undergraduate students who complete at least six credit hours for grades (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, VF, I, U) with a grade point average of at least 3.500 are placed on the Dean's List for that term.

## Incomplete Work

Course assignments are due at the time specified by the instructor. Extension of time beyond the termination of the course is rarely granted and only for a serious reason. If an extension of time is granted, the grade of "I" (Undergraduate Incomplete) will be assigned and calculated as an "F" in the grade point average. Unless the work is completed and submitted by the fifteenth calendar day of the academic semester following the course, the student will fail the course and the "I" will be permanently changed to an "F" (Summer term is excluded). Exceptions to this policy must be approved in writing by the appropriate dean prior to that date. The faculty member initiates the grade change process once the student has made up the incomplete work. Deadlines for short-term courses may vary; please refer to program handbook or director.

A student missing the final examination of a course receives an "F" or "VF" unless prior approval has been obtained from the dean, in which case the grade of "I" will be given. The same completion deadline applies as explained in the paragraph above. The final examination schedule is published in each semester's Schedule of Classes bulletin.

If the student is deferred for graduation due to a grade of "I" (Incomplete), he or she may be eligible for the original date of graduation. Work must be completed, graded and recorded within thirty calendar days of that term's graduation date.

## Undergraduate Enrollment in Graduate Courses

A currently enrolled Xavier University undergraduate student may begin graduate course work as a non-degree graduate student if the student is within 12 hours of completing the undergraduate degree. The student must be in good academic standing and must obtain written approval from the appropriate dean and program director. The student must complete the non-degree graduate application for admission and return it to the Graduate Services Office or the MBA Office with the written permission attached.

All graduate courses taken will be for graduate credit only; the credit hours completed for graduate credit may not count towards the student's undergraduate degree. No more than 6 credit hours taken as a non-degree graduate student may apply toward a graduate degree. Some courses are not available to non-degree graduate students. Psychology graduate courses are not available.

NOTE: Students enrolled in the "Accounting 150 Credit Hour Program" should consult their department for exceptions to these policies.

NOTE: Students in the Masters of Occupational Therapy program may take eleven graduate hours after they have completed 114 undergraduate hours.

## Class Attendance

In order to earn credit in any course for which he/she is registered, the student is required to attend classroom and laboratory exercises regularly and promptly. Unexcused absence from a previously announced test may incur the penalty of a failure in that particular test. Regular attendance and missed class and test procedures are determined by the individual faculty members. Students should consult the class syllabi for current policy regarding attendance, grading, procedures, etc., by individual faculty members.

## Courses at Other Institutions

### Consortium Courses

Courses not available at Xavier may be taken through the Greater Cincinnati Consortium of Colleges and Universities. For courses taken through the consortium, both the credit and the grade earned are recorded on the student's Xavier record and the

quality points are computed into the student's Xavier grade point average. For a list of the consortium schools, see "Consortium Opportunities" in this catalog. The student must be at least half-time and must bring written approval for consortium enrollment from the dean of his/her college to the Office of the Registrar. Contact the Office of the Registrar for more information. Consortium courses may not be taken in the last 30 hours at Xavier unless approved by a college dean.

### **Non-Consortium Courses**

Students desiring to take courses at an accredited non-consortium university must receive prior approval from their dean. Normally no more than 15 hours may be taken at another institution and applied toward a degree after a student has matriculated at Xavier. The student usually must present a catalog with a description of the desired course. Courses from these institutions are treated as transfer credit. Credit is granted provided a grade of "C" or better was earned. The grade is not placed on the student's Xavier record, nor is it computed into the student's Xavier grade point average.

## **General Electives**

General electives are fulfilled by courses of the student's choice as long as appropriate prerequisites are completed. Students may not apply more than 12 hours of any business area or 30 hours of total business courses toward electives.

## **The Major**

Students must complete all the requirements of their program. Before selecting their program or major or when changing from one major to another, students should consult an academic advisor. The declaration, change or addition of a major is handled through the offices of the deans. In order to graduate with more than one major, a student must complete all the curricular requirements of each major. Each major is noted on the student's permanent academic record, but only one degree is conferred, namely the one that corresponds to the student's primary major. The student must complete the core curriculum requirements of the primary major. The core curriculum requirements of the secondary major need not be completed unless a business major is elected as the secondary major. In this case, the requirements of the "business core" must also be met.

Regardless of hours counted for more than one major, associate degrees require a minimum of 60 semester credit hours and baccalaureate degrees require a minimum of 120 semester credit hours.

## **The Minor**

Students may select a minor or minors in addition to a major. The declaration, change or addition of a minor is handled through the offices of the deans.

Guidelines for minors are as follows:

- must contain a minimum of 15 credit hours;
- at least half of the credit hours of a minor must come from upper division (200-499) courses;
- a student must declare a minor with the appropriate department and the student's college;
- at least half of the course requirements of a minor must be completed at Xavier;
- a student must attain a 2.000 average in the course work of the minor in order for it to be acknowledged on the student's transcript.

Students should consult with the appropriate program director concerning specific requirements for a minor. The following minors are available as of this publication date consult Index for catalog reference:

### College of Arts & Sciences

Art History  
Biology  
Chemistry  
Classical Humanities  
Communication Arts  
Computer Science  
English  
French  
German  
Greek  
History  
Jazz  
Latin  
Mathematics  
Music  
Natural Sciences (Pre-Medical Studies)  
Philosophy  
Physics  
Spanish  
Studio Art  
Theatre  
Theology

### College of Social Sciences

Corrections  
Criminal Justice  
Economics  
International Affairs  
Montessori Education  
Professional Education  
Political Science  
Psychology  
Religious Education

### Williams College of Business

Business  
Economics  
Entrepreneurship  
Human Resources  
Information Technology  
International Business

### Interdisciplinary Minors

Catholicism & Culture  
Environmental Studies  
Gender & Diversity Studies  
International Studies  
Latin American Studies  
Peace Studies

## **Change of Major or Minor, Adding a Major or Minor**

A student wishing to change or add a major or minor must receive approval from the dean. A student wishing to change majors from one undergraduate college (Arts & Sciences, Business, Social Sciences) to another must receive the written approval of both deans involved, beginning with the dean of the college the student is leaving. A student wishing to change majors within the same college must receive the written approval of the dean of the college and the department chair for the student's new major. The change of major is effective immediately upon processing by the Office of the Registrar unless noted by the dean.

## **Application for Degree and Graduation**

Students initiate the process of graduation by completing a Graduation Application, available online and from the Office of the Registrar. It is recommended that the student meet with the academic advisor or program director before registering for the final term of work to ensure that all degree requirements will have been met by the end of that term. Utilize the Degree Evaluation report available online and at the Office of the Registrar to assist you with your graduation check out.

The student must submit a Graduation Application form to the Office of the Registrar before the deadline published in the semester Schedule of Classes. A graduation fee will be charged. If the requirements for the degree are not completed at the time specified on the application, the student must submit a new Graduation Application form. The graduation fee is a onetime charge, per each degree awarded.

Degrees are granted three times each year: in August for those completing programs during the summer, in December for those completing programs in the fall semester, and in May for those completing programs during the spring semester. Commencement exercises are held each May for graduates from the entire previous academic year.

Students whose degree requirements are completed, graded, and recorded within thirty calendar days of that term's graduation date may receive a diploma dated for that term.

Students must have satisfied all financial obligations to the University before the diploma or academic transcript can be released.

## **Requirements for Bachelor's Degrees**

Meeting the degree requirements is the student's responsibility. Candidates for bachelor's degrees must have:

1. completed the requirements listed under the "Core Curriculum;"
2. attained a 2.000 average in the course work of the major. BSBA students must also complete the business core with a 2.000 average; some programs have a higher GPA requirement;
3. attained a cumulative grade point average of 2.000 or better;
4. earned at least 120 hours;
5. completed the last 30 hours at Xavier, excluding consortium courses, unless waived by a college dean;
6. transferred, normally, no more than 15 hours from another college or university toward a degree after matriculation at Xavier;
7. filed a formal graduation application by the deadline printed in the Schedule of Classes;
8. completed all departmental requirements in the major field and all requirements of their college;
9. cleared all financial obligations with the University before the diploma and transcripts can be released.

In addition to the above, transfer students must have:

10. completed at least 60 hours in accredited four-year schools;
11. completed at least one-half of the course requirements of the major at Xavier;
12. if applicable, completed at least one-half of the business core at Xavier.

These requirements are contained in the degree audit report, "OnCourse."

## **Requirements for a Second Bachelor's Degree**

Students who have a bachelor's degree from a regionally accredited institution, including Xavier, may earn a second bachelor's degree at Xavier. Credits applied toward the first degree will be accepted as transfer credit toward the second degree. A minimum of 30 additional hours must be taken and at least 15 hours must be in the second major. If the second degree is a business degree, at least one-half of the business core must be completed at Xavier and present catalog requirements in business must be met. Students must meet all quality point and grade requirements set by the University, college and major department. If current Xavier core requirements for the second degree were not met within the first degree, the following policies will apply.

1. The Ethics/Religion and Society Focus (E/RS) elective course will be waived.
2. Students with one transferred three-credit literature course must take "Literature and the Moral Imagination" as their second literature course. Students with two transferred three-credit literature courses will have fulfilled the literature requirement.
3. Students who transfer with two or fewer three-credit theology courses must complete one appropriate three-credit theology course at Xavier. Students who transfer 9 credits of theology courses will have fulfilled Xavier's theology requirement.
4. Policy #3 is also applicable to the philosophy requirement.
5. Policy #3 is also applicable to the science requirement.
6. Students must meet all other core curriculum requirements.

## **Requirements for an Associate's Degree**

Meeting degree requirements is the student's responsibility. Candidates for associate degrees must have:

1. completed the appropriate requirements listed under the "Core Curriculum - Associate's Degree;"

2. attained a 2.000 average in the course work of the concentration;
3. attained a cumulative grade point average of 2.000;
4. earned at least 60 hours;
5. completed the last 30 hours at Xavier, excluding consortium courses, unless waived by a college dean;
6. transferred, normally, no more than 9 hours from another college or university toward a degree after matriculation at Xavier;
7. filed a formal graduation application by the deadline printed in the Schedule of Classes;
8. completed all departmental requirements in the concentration field and all requirements of their college;
9. cleared all financial obligations to the University before the diploma and transcripts can be released.

In addition to the above, transfer students must have:

10. completed at least one-half of the course requirements of the concentration at Xavier.

## **Listing and Requirements for Certificate Programs**

Xavier University offers several certificate programs. Students may complete certificate programs as part of an associate, bachelor's or master's degree or as a non-degree student. Some programs require that students have the minimum of an associate's or bachelor's degree prior to admission.

Candidates for certificates (Information Technology, Pre-MBA Studies, Pre-Medical Studies) must have:

1. completed the requirements for the certificate with at least one-half of the hours completed at Xavier.
2. attained a cumulative grade point average of 2.000 or better.
3. unless all financial obligations to the University before the transcripts can be released.

## **Graduation Honors**

Honors are awarded on the basis of outstanding achievement only at the undergraduate level. For a bachelor's degree, a student who has earned a quality point average of 3.900 to 4.000 in Xavier course work will be graduated summa cum laude; one who has earned 3.750 to 3.899, magna cum laude; one who has earned 3.500 to 3.749, cum laude. For an associate's degree, a student who has earned a quality point average of 3.900 to 4.000 in Xavier course work will be graduated "with highest honor;" one who has earned 3.750 to 3.899 "with high honor;" one who has earned 3.500 to 3.749, "with honor." These honors are inscribed on the student's diploma and recorded on the student's permanent academic record.

Transfer students with appropriate grade point averages are eligible for honors at graduation if they have completed at least 60 quality hours at Xavier University for a bachelor's degree or at least 30 quality hours at Xavier University for an associate's degree. If the student takes the Cultural Diversity Elective (CDE) requirement at Xavier on a pass/fail basis, the requirement for Xavier quality hours is reduced to 59 or 29 respectively (for two credit CDE classes, to 58 or 28 respectively; for three credit classes, to 57 or 27 respectively).

Honor cords may be worn by any student who graduates or participates in the May Commencement ceremony, if those honors were earned by the day of the ceremony.

## **Academic Standing**

Actions regarding academic warning, probation, suspension, dismissal, and academic reactivation will be noted on the student's permanent academic record.

### **Good Standing**

A student in "good standing" is defined as a student who has earned a cumulative grade point average of 2.000 or better (a "C" average or better).

### **Academic Warning**

Any freshman in a baccalaureate program whose cumulative average is 1.750 to 1.999 receives an academic warning. A warning may be issued for one semester only and may not follow a term on probation.

### **Academic Probation**

Any student in an associate's degree program whose cumulative average falls below 2.000 is placed on academic probation.

A freshman in a baccalaureate program whose cumulative average falls below 1.750 is placed on academic probation.

Any upperclassman in a baccalaureate program whose cumulative average falls below 2.000 is placed on academic probation.

Academic probation can be imposed by a dean at the end of any term. While on probation a student may be restricted to a reduced course load, and/or receive other stipulations intended to improve the student's academic success. Academic probation is removed when the student's cumulative average rises to 2.000 or above.

### **Academic Suspension**

Students on academic probation who fail to restore their cumulative grade point average to 2.000 within two semesters will be suspended. In addition, Freshmen and probationary students who receive more than one failing grade within a single term will be suspended. Suspension will be enforced unless in the judgment of the dean there are extenuating circumstances. One fall or spring term must elapse before a suspended student may reapply.

### **Academic Reactivation**

A suspended student who wishes to return is required to complete a Reactivation Form, available in the Office of the Registrar or dean's office. Reactivation and the conditions for such will be determined by the dean of the college which issued the suspension letter. All prior financial obligations must be settled with the Office of the Bursar prior to reactivation.

### **Academic Dismissal**

A student who has been readmitted after a period of suspension and who fails to meet the terms of the readmission as stipulated by the appropriate college dean will be dismissed from Xavier and is not eligible to return.

## **Writing Standards**

In written work for class assignments, the University requires a high quality of writing. Instruction is available, through course work and through the James E. Glenn Writing Center, to help students attain this level of quality. Faculty members may refuse to accept an assignment which does not meet acceptable standards.

## **Eligibility for Participation in Extracurricular Activities**

In order to be eligible for participation in extracurricular activities, a student must maintain a cumulative average of 2.000 or greater. This is understood in the following manner:

- a) Freshmen or new students at Xavier, admitted on the standards specified by the University are eligible for the entire year, provided they earn a minimum cumulative 1.750 grade point average after the first semester of eligibility;
- b) Students with sophomore standing or higher must have a 2.000 at the beginning of the academic year. They will be eligible to participate in extracurricular activities the entire year. Those who begin the fall semester below the eligibility standards will be ineligible for the entire year.
- c) Xavier University Student Athletes need to reference the Student Athlete Handbook for mid-year and year-end progress towards degree requirements.

The requirement for full-time study in an academic program may be waived for a student who is in the final semester of his or her baccalaureate program, provided the institution's registrar certifies that the student is carrying for credit the courses necessary to complete the degree requirements.

## Academic Bankruptcy

Academic bankruptcy allows an undergraduate to continue work toward a college degree without being severely burdened by a term with a high proportion of low or failing grades. Academic bankruptcy means that all credits and all grades for a given term are excluded from the computation of a student's grade point average, and the hours earned during the term will not be counted toward graduation. For this policy, the entire summer is considered one term.

A student may apply to the college dean for academic bankruptcy after the completion of a subsequent term of satisfactory performance. Satisfactory performance is defined as a grade point average of 2.000 in a term at Xavier that includes at least 6 credits of graded courses and no course withdrawals. The granting of academic bankruptcy may occur only once in a student's academic career at Xavier University and is irrevocable. Actions regarding course repetition, warning, probation, suspension, dismissal, and reactivation are not modified by this policy.

## Academic Honesty

The pursuit of truth demands high standards of personal honesty. Academic and professional life requires a trust based upon integrity of the written and spoken word. Accordingly, violations of certain standards of ethical behavior will not be tolerated at Xavier University. These include theft, cheating, plagiarism, unauthorized assistance in assignments and tests, unauthorized copying of computer software, the falsification of results and material submitted in reports or admission and registration documents, and the falsification of any academic record including letters of recommendation.

All work submitted for academic evaluation must be the student's own. Certainly, the activities of other scholars will influence all students. However, the direct and unattributed use of another's efforts is prohibited as is the use of any work untruthfully submitted as one's own.

Penalties for violations of this policy may include one or more of the following: a zero for that assignment or test, an "F" in the course, and expulsion from the University. The dean of the college in which the student is enrolled is to be informed in writing of all such incidents, though the teacher has full authority to assign the grade for the assignment, test, or course. If disputes of interpretation arise, the student, faculty member, and chair should attempt to resolve the difficulty. If this is unsatisfactory, the dean will rule in the matter. As a final appeal, the academic vice president will call a committee of tenured faculty for the purpose of making a final determination.

## Grade Grievance Procedure

**This policy applies to both graduate and undergraduate students.**

Students may appeal final grades if they believe that the grade was awarded unfairly. The student is responsible for the burden of proof, and must be able to provide some evidence of the lack of fair treatment in order to file a formal grievance. The following procedure must be followed when filing such an appeal.

The instructor is obligated to participate in the grade grievance process. If the instructor does not participate, the chair and/or dean will proceed without the instructor.

1. The student shall indicate in writing to the chair of the appropriate academic department that he/she is appealing the grade. This notification must be submitted in person or postmarked by February 1 for fall grades, June 15 for spring grades, and September 1 for summer grades.
2. The student shall meet with the instructor to try to resolve the grade dispute before February 15 for fall grades and before September 15 for spring and summer grades.
3. If a resolution is not reached and the student still believes that the grievance has merit, the student shall submit a request in writing to the department chair for a meeting with the chair and the instructor. This request should indicate when the meeting with the instructor was held and its outcome; explain exactly how the instructor's action was unfair; and be received by the department chair by March 1 for fall grades and October 1 for spring and summer grades. The student then meets with the department chair and instructor to try to resolve the dispute at this level.

4. If a resolution is not reached and the student wishes to pursue the grievance, he/she shall submit the statement from step #3, along with all evidence and documentation which supports the allegation, to the dean of the appropriate college. This should be done within five working days after meeting with the department chair and the instructor.
5. The dean shall convene a committee, composed of him/herself, three faculty members and two students, to conduct a hearing on the grievance. Two of the faculty members shall be from within the college and one from outside the college in which the instructor is located, and all shall be appointed by the dean. The two students shall have the same status as the grieving student (either graduate or undergraduate). If undergraduate, they shall come from a pool of 4-6 students appointed by the president of student government. One student shall be from within the college in which the grieving student is enrolled, and one shall be from outside the college. The dean shall choose the two students from the pool. If graduate, the dean shall meet with the appropriate graduate student organizations from the colleges to select the two students to sit on this committee.

The committee shall hold a hearing chaired by the dean. The instructor and the student shall be present and each shall be allowed an advisor (from within the University community) and shall be permitted to present witnesses. The committee, advisors, instructor and student shall all have the right to question the witnesses. The committee shall deliberate in closed session, and must present its decision in writing to the student and the instructor within five working days after the decision is reached. If the committee's decision is that the grade given was inappropriate, the academic vice president shall authorize the registrar in writing to change the grade.

6. The decision of the committee is final unless new evidence or new witnesses not previously considered or heard at the hearing become available. The student must submit this new evidence to the academic vice president within ten working days following the receipt of the committee's decision and must indicate precisely how this evidence or testimony relates directly to the alleged unfair awarding of the disputed grade.
7. The decision of the academic vice president is final. There is no further appeal.

## **Disciplinary Action**

Xavier University expects the conduct of its students on and off campus to be in accordance with the standards of society. All students are expected to abide by the rules of conduct specified in the Code of Student Conduct as well as the Residence Life Handbook and the Standards for Off-Campus Living. A student violating any University regulation will be subject to disciplinary action. In minor cases, the appropriate staff member (usually from the Office of Residence Life or Student Services) will take action after consultation with the student.

Serious cases of misconduct will be presented before the associate vice president for student development/dean of students or the University Disciplinary Board. The associate vice president for student development/dean of students or the Board, after hearing a case in accordance with established procedures, will determine the penalty, if any. The associate vice president for student development/dean of students and/or the Board have the power to suspend or expel any student found to be in serious violation of any University regulation. Academic credits for courses in which the student is currently enrolled may be lost by a student who is dismissed or expelled from the University before the end of the semester. Refer to the discipline hearing procedures section of this catalog for more specific information.

Disciplinary records are confidential and are maintained by the Office of the Vice President for Student Development for a period of three to five years. The University may choose to notify parents of disciplinary action taken against a student.

Academically related discipline problems will be addressed through the appropriate department chair, dean and academic vice president.

Xavier University reserves the right to dismiss a student if, in the judgment of University

officials, such action would be in the physical, mental, emotional or moral best interests of the student or is considered necessary for the welfare of the University. A student also may be required to withdraw for reasons of poor scholarship, failure to remove academic probation, or misconduct.

### **Comprehensive Examinations**

Comprehensive examination requirements vary according to each program and are found in the program descriptions in this catalog. A student who fails the comprehensive examination may appeal to the program director to repeat the examination during a subsequent term (only one examination attempt is permitted during the summer). A second failure will result in dismissal from the program.

### **Xavier University Institutional Review Board (IRB)**

Xavier has established an Institutional Review Board (IRB) for the protection of human subjects participating in research conducted by or on students, faculty or staff of the University. This includes research performed at Xavier under contractual arrangements with outside research organizations. In these cases, such contracts are subject to review and the research protocol portion of the contract is subject to Xavier IRB review.

The Xavier IRB is guided by the ethical principles set forth by the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research in Ethical Principles and Guidelines for the Protection of Human Subjects of Research: The Belmont Report.

In addition, the IRB attempts to insure compliance with the requirements set forth in Title 45, Part 46 of the Code of Federal Regulations.

### **The Xavier University Professional Review Board (PRB)**

A number of programs offered by the University qualify graduates to stand for certificates to practice professions involving vulnerable individuals (children, the ill, the mentally or physically challenged). Besides having academic knowledge and skills, they must also have the capacity to serve and help their future clients through intimate human contact.

Rarely, when a student is found by their program or department to lack interpersonal skills necessary for activity as a professional, this Review Board, made up of certified, practicing professionals, serves as the student's appeal source. Instructors may also appeal to the Board if they are dissatisfied with their department's or program's lack of concern about an individual student's behavior.

### **Student Responsibility**

It is the responsibility of the student to become informed about all regulations and procedures required by the program and by the University. **In no case will a regulation be waived or an exception granted because a student pleads ignorance of the regulation or asserts that information was not given by an advisor or other authority.** The advisor should be consulted concerning requirements, deficiencies, the planning of a program, and special regulations.

### **Reservation of Rights**

Xavier reserves the right to modify its graduation and other requirements as deemed necessary from time to time. The University will attempt to comply with the requirements published in the catalog for the year a student initially registers, provided the student continues in attendance without interruption of more than a year. Students who interrupt their attendance by more than a year and who later return must meet curricular requirements as determined by their dean.

\* \* \* \* \*