

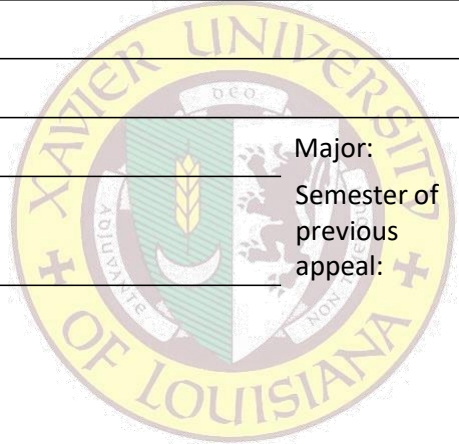
Xavier University of Louisiana
Department of Financial Aid

Satisfactory Academic Progress (SAP) Appeal Form

Eligibility for Federal Financial Aid (Pell grant and Federal loans) is based on maintaining Satisfactory Academic Progress (SAP). Please complete all steps outlined on this form to appeal your financial aid ineligibility. **Failure to submit documentation and follow instructions will result in a delay in the decision of your appeal or denial.** Once a decision has been reached, your financial aid will be updated in Banner Web, and you will be sent an email from the Satisfactory Academic Progress committee. Please use blue or black ink only when completing this document. Please read and complete this application carefully.

Step 1: Student Information (print or type information)

Last Name:	_____	First Name:	_____
XU ID:	_____	Telephone:	_____
Permanent Address:	_____		
City, State, Zip Code:	_____		
Xavier Email Address:	_____		
Appeal Semester:	_____	Major:	_____
Have you had a previous appeal:	_____	Semester of previous appeal:	_____



Step 2: Reasons for Financial Aid Suspension

Please check all that apply. I am completing an appeal by answering all of the questions on this form in detail, and I am including supporting documentation for reinstatement of financial aid. I would like to appeal my financial aid suspension because:

- I currently have a cumulative grade point average (GPA) below the minimum standards.
- I currently have a cumulative pace of progression below the required standards.
- I have exceeded the maximum credit hour limit. My degree program is # number of hours. I have attempted # number of hours and have still not earned by degree.

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Step 3: Appeal Information

A. Financial aid ineligibility can be appealed if you have suffered undue hardship. In order for an appeal to be considered, your circumstances must meet at least one of the criteria in the chart below. Please indicate below which situation(s) best applies to the academic difficulty you experienced. **In addition, all appeals must be submitted with supporting documentation. Examples of acceptable documentation are listed in the following chart. The documentation should follow the same timeline as the school year in which you experienced difficulty and must be attached to the appeal at the time the appeal is submitted.**

Check the Circumstance(s) that apply:	Required Documentation (must include dates that coincide with appropriate semester)
<input type="checkbox"/> Severe and prolonged illness, medical condition or injury	<ul style="list-style-type: none"> • Signed and dated letter from physician on office letterhead verifying medical problems experienced and treatment received; legible copy of accident report
<input type="checkbox"/> Death of family member	<ul style="list-style-type: none"> • Death certificate and/or dated obituary from newspaper;
<input type="checkbox"/> Traumatic life-altering event such as fire, hurricane, etc. in which you experienced property loss or were forced to relocate	<ul style="list-style-type: none"> • Evidence of event such as insurance claim or FEMA application
<input type="checkbox"/> Change of major and/or academic bankruptcy	<ul style="list-style-type: none"> • Signed and dated change of major form submitted to Registrar's office verifying change of major
<input type="checkbox"/> Other circumstances (please clearly state the circumstance if not listed above): <hr/> <hr/> <hr/> <hr/>	<ul style="list-style-type: none"> • Appropriate documentation which will verify situation

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B. You must complete the questions below. Be sure to respond to all questions. Please attach additional pages if necessary.

1. Explain the circumstances that prevented you from maintaining SAP and the reasons for the basis of the appeal.

GPA: You need to state (A) what the problem was that did not allow you to meet the minimum GPA requirement; (B) when did the problem occur; (C) how long did the problem last; (D) how did this affect your ability to complete your coursework; and (E) the steps taken to ensure that the minimum standards will be met at the next evaluation. Be as detailed as possible.

Pace of Progression: You need to state (A) what the problem was that did not allow you to meet the minimum pace of progression requirement as listed in the catalog and the financial aid website; (B) when did the problem occur; (C) how long did the problem last; (D) how did this affect your ability to complete your coursework; and the steps taken to ensure that the minimum standards will be met at the next evaluation. Be as detailed as possible.

Maximum Timeframe: You need to explain why you have exceeded the number of credits required for graduation from our program of study. You should explain all F's, I's, W's, and repeats and why they occurred. If you took any classes that do not count toward your major, please explain. Be as detailed as possible.



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2. List the documents below that you have attached to support your appeal for reinstatement. Please explain how each relates or supports to the circumstance(s) discussed in question #1. **APPEALS WILL NOT BE REVIEWED WITHOUT SUPPORTING DOCUMENTATION. A PERSONAL STATEMENT, TRANSCRIPTS/DEGREE AUDIT, OR COPY OF YOUR ACADEMIC PLAN IS NOT DOCUMENTATION.**

a) _____

b) _____

c) _____

d) _____

e) _____

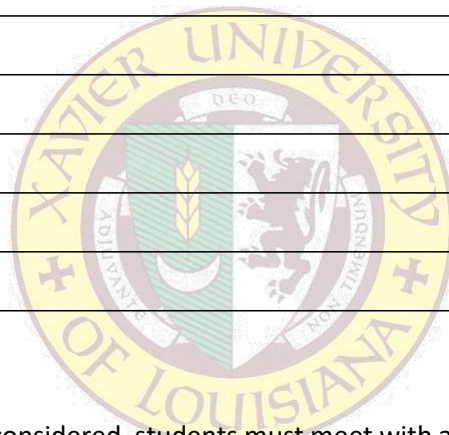
f) _____

g) _____

h) _____

i) _____

j) _____



Step 4: Academic Plan Form

In order for an appeal to be considered, students must meet with an academic advisor in the Student Academic Success Office (SASO) to (1) ensure he/she is able to mathematically meet Xavier’s SAP standards at the end of the next regular semester or (2) to discuss and complete an Academic Plan that will provide the student with an academic plan which places him/her back on track to meeting SAP at the end of a stated period of time. The student should contact his/her academic advisor in SASO to complete an academic plan. The Academic Plan must be submitted together with all other documents to sapapp@xula.edu.

Checklist of Completion – Please check the following to verify you have completed all steps prior to the review of your appeal.

- I have read and understand Xavier’s Satisfactory Academic Progress Policy which can be found at <http://www.xula.edu/satisfactoryacademicprogresspolicy>
- I have completed the appeal form and all questions have been answered in depth.
- Documentation to support my appeal has been attached.
- I have met with an academic advisor where all required sections of the Academic Plan form was completed.

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Deadline

To ensure that an appeal is reviewed, students must submit their appeal by the **Priority Deadline date: July 10th** and **will not be accepted after the first day of class**. Appeals will NOT be considered for a semester that has already ended. It is the responsibility of the student to pay all outstanding balances on his/her account while waiting for an appeal decision. Regardless of the appeal decision, students are responsible for any late fees incurred.

Ineligibility

Students are ineligible for an appeal if they do not have any extenuating circumstances. Unfortunately, for summer sessions no appeals will be accepted. Also, if a student has already received 2 appeals, they cannot receive a third appeal.

Certification of Information

- I certify that the information I have provided is true and complete to the best of my knowledge. I realize that giving misleading information or forged documentation will result in my being reported for appropriate disciplinary action. Further, I realize that additional information may be requested to further support my appeal.
- If additional information is needed or once a final decision has been reached regarding my appeal for financial aid, I understand that I will be sent notification via my Xavier email account only. Therefore, it is my responsibility to check my XULA email account frequently during this period. If corresponding through my University email account is a problem, I realize that it is my responsibility to contact the Department of Financial Aid or the Student Academic Success Office.
- By signing, I certify that I understand the academic requirements/academic plan recommended by my SASO academic advisor. If I fail to meet the requirements outlined in this plan, my future eligibility for financial aid will be suspended.

Student's Signature: _____ Date: _____