Federal regulations require all students receiving Federal Title IV financial aid funds to maintain standards of satisfactory academic progress in the pursuit of their degree. Satisfactory Academic Progress (SAP) is defined as a set of standards of academic success, which includes qualitative (g.p.a.) and quantitative (number of hours completed) measures that a student must maintain to retain eligibility for federal financial aid. The maximum time frame for completing an undergraduate degree cannot exceed 150% of the published length of the student’s program of study measured in credit hours attempted (128 hours X 1.5 = 192 hours, or higher for programs in excess of 128). SAP is monitored annually — at the conclusion of the spring semester for the preceding summer2/fall/spring academic year.

IMPORTANT: YOU CAN ONLY RECEIVE AN APPEAL TWICE DURING YOUR MARTICULATION AT XAVIER UNIVERSITY.

Guidelines

Fulltime (12+ hours per semester) students will be allowed six academic years in which to complete a degree. Part-time students will be considered on a pro rata basis equivalent to requirements of full-time students. The number of hours in which a student is enrolled on the first day following the end of the add/drop period will be the official number of hours used to determine full-time or part-time status. Full-time students who drop below 12 semester hours following this date will still be considered full-time students for financial aid eligibility. Satisfactory Academic Progress for financial aid eligibility requires that the student’s ratio of completed (earned) semester credit hours versus the student's enrolled (attempted) semester credit hours at end of drop/add period adhere to the following guidelines:

<table>
<thead>
<tr>
<th>HOURS ATTEMPTED</th>
<th>PERCENT OF EARNED HOURS NEEDED</th>
<th>MINIMUM GRADE POINT AVERAGE REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-48</td>
<td>50%</td>
<td>1.8</td>
</tr>
<tr>
<td>49-75</td>
<td>55%</td>
<td>2.0</td>
</tr>
<tr>
<td>76-100</td>
<td>60%</td>
<td>2.0</td>
</tr>
<tr>
<td>101-125</td>
<td>65%</td>
<td>2.0</td>
</tr>
<tr>
<td>126 and above</td>
<td>70%</td>
<td>2.0</td>
</tr>
</tbody>
</table>
COLLEGE OF PHARMACY (P2, P3, P4)

<table>
<thead>
<tr>
<th>HOURS ATTEMPTED</th>
<th>PERCENT OF EARNED HOURS NEEDED</th>
<th>MINIMUM GRADE POINT AVERAGE REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>67 hours and above</td>
<td>75%</td>
<td>2.0</td>
</tr>
</tbody>
</table>

GRADUATE SCHOOL

<table>
<thead>
<tr>
<th>HOURS ATTEMPTED</th>
<th>PERCENT OF EARNED HOURS NEEDED</th>
<th>MINIMUM GRADE POINT AVERAGE REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 - 42 hours and above</td>
<td>75%</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Course withdrawals, remedial courses and incomplete courses are counted in the hours attempted towards the quantitative measure of the satisfactory academic progress policy.

Course withdrawals and incompletes are not counted in the student’s grade point average and are not counted in the qualitative measure of the satisfactory academic progress policy.

Transfer credits earned prior to the student’s enrollment at Xavier University will be used for qualitative measure purposes to determine the minimum required earned hours.

Hours attempted and hours completed in summer school will be included in calculation of eligibility.

Appeals Process

Students whose financial aid eligibility has been suspended due to failure to meet the above criteria may appeal their ineligibility if there are mitigating circumstances. Mitigating circumstances are defined as a change in grades or major, serious illness or injury, death of a family member or similar traumatic event. The appeal must be filed in writing within six weeks of notification of ineligibility. Students who appeal must use the Satisfactory Academic Progress (SAP) Appeal Form. All appeals must include supporting documentation (grade or major change form/s, doctor’s statement, death certificate, etc.) to regain eligibility. The appeal may not be based on the student’s need for the funds nor the lack of knowledge that eligibility for financial aid was in jeopardy. The Financial Aid Appeal Committee will review the appeal within two weeks of the deadline for filing all appeals provided all necessary documentation has been submitted; the students will be notified of the committee’s decision by mail. The Committee will not review Appeal Forms that are incomplete and/or lacking the required verification. The completed SAP Appeal Form should be sent to:

Xavier University of Louisiana
Director, Continuing Student Success
If the appeal is denied, the student may continue at his/her expense in order to regain his/her eligibility. Students will automatically be reinstated once they have completed an academic year with Satisfactory Academic Progress.
Satisfactory Academic Progress (SAP) Appeal Form

In order to appeal the denial of Financial Aid due to failure to maintain Satisfactory Academic Progress, you must complete this form and attach the required documentation. Forms lacking appropriate documentation will be regarded as incomplete.

Please read and complete this application carefully.

Last Name: ________________________________  First Name: __________________________

Telephone: ________________________________

Student ID Number: _______________________  

E-Mail Address: ______________________________

Please indicate the semester for which the appeal is to be considered.

_____ Fall 20_______

_____ Spring 20_______

Complete the following information regarding your degree.

Major: _________________________________

Hours needed to complete degree: __________  Expected Date of Graduation: _________________

Have you had a previous appeal?

_____ No _____ Yes (Indicate the semester of the previous appeal ____________)

Types of Appeals

Please check the appropriate category (More than 1 category may apply)

_____ GPA - If this appeal is based upon your cumulative grade point average, you must address the issue of completing courses with a GPA lower than 2.0 for Undergraduates or 3.0 for Graduates.

_____ Ratio - If the ratio of hours attempted to hours passed is less than required (see the University Catalog or view the Financial Aid webpage), you must address enrolling in courses and receiving a Withdrawal/s (Ws) or an Incompletes (Is) which have negatively affected your completion ratio.

_____ Time frame - If your appeal is based on exceeding the specified total of attempted credit hours for the completion of your degree plan, you must address the need to enroll in a greater number of credit hours than is normally associated with the completion of the degree requirements. Please indicate if you have changed majors recently.
Reason for Appeal
Please indicate which mitigating situation best applies to the reason you have experienced academic difficulty. Then, on the next page, you must provide a detailed explanation of the factors contributing to your lack of academic progress. Also, please describe the steps taken to prevent future unsatisfactory academic progress.

_____ Medical: If a medical problem contributed to the failure to maintain satisfactory academic progress, attach documentation from a medical professional from whom you have received advice or treatment.

_____ Death/Illness: If the death/illness of a family member or close friend contributed to the lack of academic progress, please attach appropriate copies of medical records, death certificate, obituary, etc.

_____ Change of Major: If a change of major has contributed to the lack of academic progress, please attach a copy of the change of major form/s that you submitted to the Registrar’s Office.

_____ Other Circumstances: Please clearly state the circumstance (not listed above) and provide appropriate documentation. ______________________________________________________

*All mitigating circumstances must be documented

Explanation of the factors contributing to your lack of academic progress:
You must provide the Committee with a written explanation below regarding the reasons that you are failing to meet satisfactory academic progress requirements. If additional space is needed, please feel free to attach an additional page.
Please describe the steps that you have taken to correct the problems that have prevented you from making satisfactory academic progress.

I have read the Xavier University of Louisiana Satisfactory Academic Progress Policy. I am submitting a complete SAP Appeal Form. I understand that the Financial Aid Appeal Committee will not review a SAP Appeal Form that is incomplete or lacks appropriate documentation. I also understand that I will be notified by mail of the Committee’s decision.

Student Signature __________________________ Date ________________

For Office Use Only

<table>
<thead>
<tr>
<th>Incomplete Appeal Form</th>
<th>Complete Appeal Form</th>
</tr>
</thead>
</table>

Appeal Committee’s Decision

- Waiver Denied
- Waiver Approved
- Waiver Approved With Stipulation/s

______________________________

Committee Chair’s Signature Financial Aid Director’s Signature

Date ________________ Date ___________________