



University Financial Aid & Scholarship Services  
 MSC 5100  
 New Mexico State University  
 P.O. Box 30001  
 Las Cruces, NM 88003-8001  
 financialaid@nmsu.edu

## Appeal for Financial Aid and/or Scholarship(s)

*Submitting an appeal is a reconsideration for financial aid, it is not a guarantee that financial aid will be reinstated.*

Students who were unable to meet minimum requirements for NMSU’s Satisfactory Academic Progress (SAP), or meet renewal requirements for a scholarship, are eligible to submit an appeal if they have an extenuating circumstance that prevented them from meeting the requirements.

**A student may submit no more than 2 appeals during his or her career at NMSU.**

For more information regarding NMSU’s Satisfactory Academic Progress (SAP) Policy, visit [fa.nmsu.edu/sap](http://fa.nmsu.edu/sap).

**Appeal Deadlines: 3rd Friday of each semester**

|             |               |                         |           |
|-------------|---------------|-------------------------|-----------|
| Last Name:  | First Name:   | Middle Initial:         | Aggie ID: |
| NMSU Email: | Phone Number: | Semester/Academic Year: |           |

**Submitting an appeal for (check all that apply):**

- Federal Aid: Grants, Loans, or Work-Study     
  Scholarship     
  Waiver

**Section A: Reason for Appeal**

- GPA     
  Completion Rate     
  Time Frame     
  Minimum Credit Hours (scholarships only)

**Section B: Student Appeal Letter**

*All supporting documentation must be submitted with Appeal. **If no documentation is submitted, the Appeal will be denied.***

- Medical     
  Family Crisis     
  Death in Family     
  Other Circumstance Not Listed

**Section C: Explanation of Appeal**

*On a separate, **typed** document, explain the circumstance(s) that prevented you from maintaining the minimum SAP requirements. In the document, include the following pieces of information in 4 complete paragraphs.*

- a) Details of the extenuating circumstance(s).
- b) The dates that the circumstance occurred and the duration of the circumstance.
- c) How the circumstance affected your ability to complete your course work.
- d) Actions that you have taken to prevent a repeat occurrence and how these actions ensure that this circumstance will not be a factor in your future academic progress.

**\*\*COMPLETE SECOND PAGE OF FORM**

## Section D: Students Appealing for Time Frame Only

If you are appealing for Time Frame, this section needs to be completed only by your **Academic Advisor**.

Academic Advisor Name (please print): \_\_\_\_\_

Phone Number: 575-646-\_\_\_\_\_ NMSU Email: \_\_\_\_\_@nmsu.edu

1. Has the student changed degree programs?  Yes  No
2. Has the student changed degree programs only once?  Yes  No  
**\*\*If yes, additional information is required.**
3. Is the student Second Degree Seeking?  Yes  No  
**\*\*If yes, additional information is required.**
4. Has the student changed degree programs twice or more?  Yes  No

Degree Information:

Student's Current Degree: \_\_\_\_\_

# of credit hours required for degree program: \_\_\_\_\_

# of credit hours remaining to complete degree: \_\_\_\_\_

**\*\*Additional Information (questions 2-3):** Academic Advisor must also attach letter on NMSU letterhead listing all remaining courses and number of credit hours needed to complete degree.

### \*Second Degree Seeking Students

If you are a Second Degree Seeking student, you must also include in your appeal a typed statement that answers these questions:

- a) Why are you choosing to seek this degree?
- b) How is this degree going to be beneficial to your career?

### Student Certification and Signature

I certify the information provided is true and correct to the best of my knowledge and belief. I also certify that I have reviewed and understood NMSU's Satisfactory Academic Progress policy. If asked by my Financial Aid Advisor/Financial Aid Appeals committee, I agree to provide additional documentation for the verification of the information I have provided in my appeal. Any person who knowingly makes a false statement or misrepresentation on this form is subject to penalties which may include fines or imprisonment under the United State Criminal Code and 20 U.S.C. 1097. **WET SIGNATURE REQUIRED.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_