



University Financial Aid and Scholarship Services

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 per degree level (Associate's, Bachelor's, Master's, etc.).

For more information regarding NMSU's Satisfactory Academic Progress (SAP) Policy, visit fa.nmsu.edu/sap.

Appeal Deadlines: 3rd Friday of each semester

Student: _____ Aggie ID: _____
LAST FIRST MI

Email: _____ Phone: _____ Semester/Year: _____

Submitting an appeal for (check all that apply):

Federal Aid: Grants, Loans, or Work-Study Scholarship Out-of-State Award

Section A: Reason for Appeal

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

Section B: Circumstance for Appeal

Please select all that apply for the extenuating circumstance(s) for your Appeal:

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.*

- Details of the extenuating circumstance(s).
- The dates that the circumstance occurred and the duration of the circumstance.
- How did the circumstance affect your ability to complete your course work?
- What is your plan of action to prevent a repeat occurrence and ensure you further your academic career?

Section D: Documentation

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

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:

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

Section E: Students Appealing for Time Frame Only

If you are appealing for Time Frame, this section needs to be completed only by your **Academic Advisor**. The Academic Advisor must also attach an official memo, with the NMSU letterhead, listing the total credit hours needed for the degree program in addition to the remaining courses and number of credit hours needed to complete the current degree.

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
3. Is the student Second Degree Seeking? Yes No
4. Has the student changed degree programs twice or more? Yes No

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: _____

Please return this form to the Financial Aid Office at your primary campus.