



# University Financial Aid and Scholarship Services

## Appeal for Financial Aid

Students are encouraged to appeal for federal or state aid if they experienced an extenuating circumstance (verified with documentation) that affected their ability to meet requirements for their Satisfactory Academic Progress (SAP) or scholarship renewal requirements.

### Appeal Process:

You can submit your appeal to your Financial Aid Advisor, to the your Campus' Financial Aid Office email, or in-office. After submission, your appeal will be reviewed and considered within 10-14 business days. **Please be advised, submitting this appeal does not guarantee that your financial aid will be reinstated.**

Appeal Priority Dates: Third 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       Time Frame (Ex: 180 credit hours for federal aid)  
 Completion Rate       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?

### Second Degree Seeking Students Exceeding Allowable Time Frame of 180 Credits

If you are a Second Degree Seeking student exceeding the allowable time frame of 180 credit hours, 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 D: Documentation

All documentation must be submitted with appeal. **If no documentation is submitted, the Appeal will be denied.** Documentation may include, but is not limited to medical, government, and official records, memos, military orders, and signed testimonies.

**Section E: For Time Frame Appeals ONLY**

Timeframe refers to the limit of attempted credit hours allowed for a degree in the guidelines for federal or state aid. For this section, please contact your Academic Advisor to complete the information below and then attach the required memo. Main Campus students can find their Academic Advisor at [advising.nmsu.edu](http://advising.nmsu.edu).

**To be completed by your Academic Advisor and Submitted with Memo**

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
- 5. Is the student expected to graduate within the next 1-2 semesters?  Yes  No

**Academic Advisor Memo:** Please attach an official NMSU letterhead listing the remaining courses and their credit hours, and the total of credit hours required for the student’s current degree plan.

---

**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: \_\_\_\_\_

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

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