



Office of Student Financial Aid and Scholarship Services
 New Mexico State University – Grants
 1500 N. Third Street
 Grants, NM 87020
 Phone: (505) 287-6678
 Fax: (505) 287-2329

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.

Appeal Deadlines: 3rd Friday of each semester

Financial Aid Advisors Grants Campus:

Ambrosia Knighton	alaranda@nmsu.edu
Beth Armstead	barmstea@nmsu.edu

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: 575-234-_____ 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: _____