



ALAMOGORDO

Office of Student Financial Aid and Scholarship Services
New Mexico State University-Alamogordo
2400 North Scenic Drive
Alamogordo, NM 88310
Phone: 575-439-3600

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 online through MyNMSU, to your Financial Aid Advisor, to 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

Section A: Reason for Appeal

☐ GPA ☐ Time Frame (Ex: 90 credit hours for federal aid)
☐ Completion Rate ☐ Minimum Credit Hours (scholarships only)

Section B: Circumstance for Appeal

Please select all that apply to 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 requirements for your award. In the document, Please address all semesters of poor performance and 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 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.

Second Degree Seeking Students Exceeding Allowable Time Frame of 90 Credits

If you are a Second Degree Seeking student exceeding the allowable time frame of 90 credit hours, you must also include in your appeal a typed statement that answers these questions:

- What is your previous degree? Explain why it is insufficient.
- Why are you choosing to seek this 2nd degree?
- How is this degree going to be beneficial to your career? (increased pay, new position, etc.)
- Do you have any experience/involvement in this field? (current employment, volunteering, etc.)

To be completed by your Academic Advisor.

Academic Advisor Name (please print): _____

Phone Number: 575-439- _____ NMSU Email: _____@nmsu.edu

1. Has the student changed degree programs? ☐ Yes ☐ No
2. How many times has the student changed programs? _____
3. Is the student Second Degree Seeking? ☐ Yes ☐ No
4. Is the student expected to graduate within the next 1-2 semesters? ☐ Yes ☐ No

Degree Information:

Student's Current Degree Program: _____

of credit hours required for degree program: _____

of developmental credits taken: _____

of credit hours remaining to complete degree program: _____

Academic Advisor Memo: Please attach an official degree MAP 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.

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