

## Office of Financial Aid and Scholarships

New Mexico State University Alamogordo Campus 2400 North Scenic Drive Alamogordo, NM 88310 finaidnmsua@nmsu.edu 575-439-3855

# **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, through your campus' Financial Aid Office email, or in-person. After submission, your appeal will be reviewed and considered within 10 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: \_\_\_\_ Email: Phone: Semester/Year: Submitting an appeal for (check all that apply): Scholarship | | Waiver Federal Aid: Grants, Loans, or Work-Study **Section A: Reason for Appeal** ☐ GPA Time Frame (Ex: 90 credit hours for federal aid and the Opportunity Scholarship) 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: Family Crisis Medical ☐ 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 did the circumstance affect your ability to complete your course work? d) 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 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:

- a) Why are you choosing to seek this degree?
- b) 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: 10 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	
5. Is the student expected to graduate within the next 1-2 semesters?	Yes No
Degree Information:	
# of credit hours required for degree program:  # of developmental credits taken:  # of credit hours remaining to complete degree program:	
Advisor Signature: Date:	
Required Documentation:  a) Copy of current degree program with Academic Advisors signature ab) Copy of certifications for (1) ECMC Financial Literacy course	and date
Student Certification and Signature	
I certify the information provided is true and correct to the best of my known understood NMSU's Satisfactory Academic Progress policy. If asked by my I agree to provide additional documentation for the verification of the info knowingly makes a false statement or misrepresentation on this form is sul under the United State Criminal Code and 20 U.S.C. 1097. <b>WET SIGNATUR</b>	Financial Aid Advisor/Financial Aid Appeals committee, ormation I have provided in my appeal. Any person who bject to penalties which may include fines or imprisonmen
Student Signature:	Date:

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



# **ECMC Financial Literacy Courses**

This is a free online learning program that offers you advice for managing your time and money wisely while in school.

You are required to complete these courses as part of the Financial Aid appeal process.

\*\*First-time user: Click on link or type in web page; create account by inputting personal information, along with Student ID number (800#). Once logged in, course will be available on 'Home' screen under 'Welcome' sign.

\*\* Returning user: Click on link or type in web page and login. Course will begin after login.

Select (1) ECMC course which you are required to complete with a score of at least 80%:

Financial Basics

https://www.projectsuccessfinlit.org/courses/nmsua/1219

**Course Code: 1219** 

Paying for College

https://www.projectsuccessfinlit.org/courses/nmsua/1226

**Course Code: 1226** 

\*\*Print completion certificate for each course\*\*