

2017-2018 Satisfactory Academic Progress Appeal Request Form

Students who fail to meet the standards of Satisfactory Academic Progress (SAP) have the option to submit an appeal if academic deficiencies were a result of an extenuating circumstance. Extenuating circumstances include but are not limited to illness or injury, death of a family member, divorce/separation or work-related problems. The Office of Financial Aid and Scholarships may be able to consider appeals based on these or other circumstances. **If there was not an extenuating circumstance that resulted in your academic deficiencies you are not eligible to submit an appeal.**

Please complete this form to appeal your ineligibility for financial aid due to not meeting Satisfactory Academic Progress requirements. The appeal will not be reviewed until all required documents have been submitted.

Last Name:	First Name:	NMHU ID:
NMHU Email:		Phone Number:

Check the semester for which you are requesting an appeal (only one):

Fall 20_____ Spring 20_____ Summer 20_____

Check the reason you are requesting an appeal:

- My request is due to poor Academic Performance (GPA and/or Completion Rate/Pace of Progression).
Your typed statement and supporting documentation should answer these questions:
 - Why haven't you achieved the required GPA and/or completion rate? Exactly what circumstances led to your poor academic performance?
 - What measures have you taken to resolve your situation? What plans have you made to ensure you'll finish by your expected graduation date?
- My request is due to exceeding the Maximum Time Frame for my degree program.
Your typed statement and supporting documentation should answer these questions:
 - Why haven't you been able to graduate within the allotted time? Exactly what circumstances prevented you from completing your degree? What measures have you taken to resolve your situation?
 - Supporting documentation (e.g. degree audit, final degree check, etc.).

A possible outcome of this appeal is reinstatement of aid eligibility through an "Academic Plan". Your Academic Plan must show which semesters you will complete the courses you lack. Failure to adhere to the Academic Plan may cause you to lose your financial aid eligibility for the remainder of your academic career, per federal regulation. Your Academic Plan must be completed and signed by you and your Academic Advisor. The Academic Plan can be picked up at the Office of Financial Aid and Scholarships.

Deadline for Submission

All appeals, including relevant documentation, must be submitted by the semester deadline based on the current semester enrollment. **No exceptions will be considered.**

Semester Deadline:
 Fall 2017 semester – October 25, 2017
 Spring 2018 semester – March 28, 2018
 Summer 2018 semester – June 22, 2018

Required Action: Submit this form and all the following items to the Office of Financial Aid and Scholarships

- A signed, typed explanation from you detailing the reason(s) for your lack of satisfactory academic progress.
- Documentation supporting your explanation. Acceptable documentation includes letters, photocopies of bills and other official reports, death certificates or other information from third-party sources that support your case.
- If you have completed a minimum of 60 credit hours you will need to declare a major if you have not already done so.
- If you have any incomplete grades you must provide documentation from the instructor stating your progress in the course(s) and your anticipated completion date.

****Note: Inability to successfully pass coursework is not an acceptable reason for poor grades. Poor and/or failing grades are not for financial aid eligibility purposes, acceptable reasons for withdrawing from classes. Only those events beyond the student's control (i.e. illness, death of a family member, etc.) are acceptable reasons for an appeal.***

Appeals are reviewed by the Financial Aid Appeals Committee. The outcome of an appeal will depend on the nature of the circumstances, the quality of the documentation provided, and how well the student has displayed the ability to progress towards degree completion within a reasonable timeframe. Students are notified in writing of the decision. The decision of the appeal committee is final. The committee will automatically deny any appeal that does not have supporting documentation.

CERTIFICATION STATEMENT

By signing below, I acknowledge that I have read and understand the information on this form. I certify that all information submitted with this appeal is accurate and true to the best of my knowledge, that all copies are unaltered, and that I have appropriately attached all supporting documentation. I have read and understand the Satisfactory Academic Progress (SAP) policy and understand that submitting this form does not guarantee that my request will be granted.

Student Signature: _____ Date: _____
(Original Signature Required)

OFFICIAL USE BY FINANCIAL AID APPEALS COMMITTEE

- | | |
|--|--|
| <input type="checkbox"/> Contract required (see FA Office) Probation | <input type="checkbox"/> Academic Plan (See FA Office) Probation |
| <input type="checkbox"/> Approved with conditions (see comments below) Probation | <input type="checkbox"/> Denied |

Stipulations (Conditions):

- Complete all hours attempted with a _____ GPA or higher for the _____ semester.
- Complete the Build (BAB) Workshop with Academic Support (Felix Martinez Bldg. Room 130).
- Academic Plan must be signed by your Academic Advisor and submitted to the Office of Financial Aid and Scholarships.
The Academic Plan can be picked up at the Office of Financial Aid and Scholarships.
- Must demonstrate Academic Progress
- Must Raise GPA
- Must Raise Pace of Progression Rate
- No F's, Withdrawals or Audits
- Other:

Financial Aid Administrator Signature

Date

Committee Member Signature

Date

Committee Member Signature

Date

*Signatures required only if sent to committee for review.