

## 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.

<b>Last Name:</b>	<b>First Name:</b>	<b>NMHU ID:</b>
<b>NMHU Email:</b>		<b>Phone Number:</b>

I acknowledge that I must be currently enrolled in order to have my appeal reviewed.

What term will you be enrolling for next:

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.).

**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 notices 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.

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 by NMHU email of the decision. **The decision of the appeal committee is final.**

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**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**

Approved on a \_\_\_\_\_ term plan.       Denied

**Stipulations (Conditions):**

In order to continue to receive financial aid, you must meet the following requirements each term:

\_\_\_\_\_ GPA

\_\_\_\_\_ Completion rate each term (Number of credit hours completed divided by the number of credit hours attempted. W, A, S, R, U, PR, NP, I, F are counted at attempted but not completed).

\_\_\_\_\_ Credit hour to completed each terms (If you decided to attempt more than the suggested minimum number of credit hours you are still bound to the same completion rate for the term).

Max Time Frame extension (for those who have reached Maximum Time Frame) ends: \_\_\_\_\_

Other:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Date