



## 2017-18 Financial Aid Satisfactory Academic Progress Appeal Information

**Please read this information provided before you complete the appeal form.**

The appeal form that you will need to complete is attached to this form and it is to request reinstatement of your financial aid for the completion of your degree program. You must have a current FAFSA and be registered for the semester. You will need to explain in detail the extenuating circumstances which prevented you from meeting SAP and what has changed to ensure your academic success.

Federal regulations require students to demonstrate *Satisfactory Academic Progress (SAP)* toward an eligible degree or certificate program in order to qualify to receive financial assistance. A student who is not making SAP can appeal based on extenuating circumstances. If you have extenuating circumstances that have prevented you from meeting SAP and you wish to submit an appeal, please complete the attached form and submit all required documents to support your appeal.

**Examples of extenuating circumstances** could include (but are not limited to):

1. Serious accident or illness of the student or immediate family member
2. Death of an immediate family member
3. Immediate family or financial obligations
4. Other unexpected documented circumstances beyond the student's control.

**Examples of unacceptable extenuating circumstances** include (but are not limited to): withdrawal to avoid a failing grade, too many courses, dislike of instructor, etc.

You should have a current copy of degree plan and only be enrolled in classes on your degree plan. If you meet with an academic advisor for registration you should update your degree plan at that time. This gives you the opportunity to ask any questions regarding classes you are taking and be sure they are all part of your program of study. Otherwise, you will need to contact Advising Services at 575-624-7294 regarding available times for an updated degree plan.

Please read the *Satisfactory Academic Progress Policy (SAP)* so that you understand the policy. It is important that you understand the time frame limits, as regulations require that schools deny financial aid eligibility to a student who cannot complete his/her certificate or degree within the time frame limit. The policy is on the ENMU-Roswell website at [www.roswell.enmu.edu](http://www.roswell.enmu.edu) on the Financial Aid webpage.

Students submitting appeals who have pre-registered in classes should plan to pay the required deposit by the due date or classes will be dropped.

<b>Appeal Deadline Dates</b>		Results will be sent to ENMU-Roswell student email addresses.
<b>Fall 2017:</b>	Friday, July 28, 2017	Final appeals for fall: Monday, September 11, 2017 Appeals received <b>after</b> July 28, 2017 <b>MAY NOT</b> be reviewed before classes begin. Appeals received <b>after</b> September 11, 2017 will be reviewed for the next semester.
<b>Spring 2018:</b>	Friday, January 5, 2018	Final appeals for spring: Monday, February 5, 2018 Appeals received <b>after</b> January 5, 2018 <b>MAY NOT</b> be reviewed before classes begin. Appeals received <b>after</b> February 5, 2018 will be reviewed for the next semester.
<b>Summer 2018:</b>	Friday, May 25, 2018	Final appeals for summer: Friday, June 8, 2018 Appeals received <b>after</b> May 25, 2018 <b>MAY NOT</b> be reviewed before classes begin. Appeals received <b>after</b> June 8, 2018 will be reviewed for the next semester.

PO Box 6000 – Roswell, NM 88202-6000 – Phone: (575) 624-7400 – Fax: (575) 624-7120

[www.roswell.enmu.edu](http://www.roswell.enmu.edu)



# Financial Aid Appeal Form (2017-18)

Please submit all documents together. Appeals will not be accepted unless all required documents are received, which includes an updated, signed copy of your current degree plan.

If you need to meet with an advisor, make an appointment as soon as possible. August and January are busy times for advisors and there will be a wait time.

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Last Name	First Name	MI	Student ID
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\_\_\_\_\_

Street Address	City, State, Zip	Phone #
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- 1. Have you previously submitted an appeal for reinstatement of financial aid?  Yes  No  
If yes, when? (semester/year) \_\_\_\_\_
- 2. Have you received any Certificates or Associate Degrees?  Yes  No If yes, list the Certificate or Associates Degree and the dates received. \_\_\_\_\_
- 3. Semester you are requesting reinstatement of aid:  Fall 2017  Spring 2018  Summer 2018
- 4. What is your major? \_\_\_\_\_ Expected grad date \_\_\_\_\_  
a. The major you list here **must** match the major you have declared with the Admissions Office.

- My request is due to poor Academic Performance (OFFAID) (GPA is below 2.0 and/or Completion Rate is under 67%). Your typed letter and supporting documentation should answer these questions:
  - 1. Why haven't you achieved the required GPA and/or completion rate? Exactly what circumstances led to your poor academic performance?
  - 2. What measures have you taken to solve your problems? What plans have you made to ensure you'll finish by your expected graduation date?

- My request is due to ALERT of being close to or TIME exceeding the Maximum Time Frame for my degree program. Your typed letter and supporting documentation should answer the following applicable questions:
  - 1. What steps have been taken to ensure you will graduate on time?
  - 2. Why haven't you been able to graduate within the allotted time? Exactly what circumstances prevented you from completing your degree?
  - 3. What measures have you taken to solve your problems?

- The following must be included with your appeal form;**
- Typed letter explaining your extenuating circumstances
  - Any documentation to support your extenuating circumstance, and
  - An updated Degree Plan signed by an academic advisor

I understand if the appeal is approved, I will be placed on an academic plan that will need to be signed and there will be other stipulations that will need to be satisfied before financial aid funds are released. Furthermore, I understand an approved appeal will not extend eligibility that has exceeded federal limitations.

**Do not submit this appeal if you do not have a current 2017-18 FAFSA on file.**

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Student Signature	Date	R05162017
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