

ID: _____ Name: _____

SAPAPF SAPAPS SAPAPU



Petition for Reinstatement of Financial Aid

SAPTFF SAPTFS SAPTFU

Office of Financial Aid • ENMU Station 20 • Portales, NM 88130
Phone: 575.562.2194 • Fax: 575.562.2198 • SAS Building Room 107

www.enmu.edu

ENMU ID: _____ SSN: _____ Phone number: _____

Name: _____
Last First Middle Initial

Local address: _____
Address City State ZIP

Have you filed a Petition for Reinstatement of Financial Aid previously? Yes No If yes, when? _____
Semester/Year

Semester you are requesting reinstatement of aid: Fall, 20____ Spring, 20____ Summer, 20____
Year Year Year

What is your major? _____ Expected graduation date: _____
Semester/Year

In order to petition for reinstatement of financial aid, you must have a current FAFSA and be registered for the semester. (Waivers of Academic Suspension must be complete and students declared academically eligible and registered.) Federal regulations require you to explain in detail the mitigating circumstances which prevented you from meeting SAP and what has changed that will now allow you to be successful if your petition is approved. (Please see back of form for more information.) Letters and supporting documentation should be included with all petitions. Students petitioning due to Maximum Time Frame must also submit a Student Success Action Plan and signed, up to date Degree Plan Checklist. You may need to make an appointment to confer with your advisor, and consult your catalog of record and the course rotation schedule to complete this paperwork.

- My request is due to poor Academic Performance. (GPA and/or Completion Rate)
Your typed or legibly printed letter and supporting documentation should answer these questions:
 1. Why haven't you achieved the required GPA and/or completion rate? Explain in detail the circumstances which led to your poor academic performance and provide documentation which supports your explanation.
 2. What measures have you taken to solve your problems? What plans have you made to assure you are on track for graduation?

- My request is due to exceeding the Maximum Time Frame for my degree program.
Your typed or legibly printed letter and supporting documentation should answer these questions:
 1. Why haven't you been able to graduate within the allotted time frame? Explain in detail the circumstances which have prevented you from reaching graduation for your current degree program.
 2. What measures have you taken to solve your problems? What plans have you made to assure you are on track to finish by your expected graduation date?

Provide an up to date copy of your Degree plan that has been signed by you and your advisor. Complete the Academic Success Action Plan showing which semesters you will be completing the courses you lack. You will be required to follow your Plan and complete all attempted courses so this information must be exact.

Please submit all documents together. Nothing will be checked in until all required documentation is received. I understand that I must complete all attempted hours with grades sufficient to apply to my degree plan or I will lose financial aid eligibility (grants, workstudy, loans) with no further opportunity for reinstatement.

Signature _____ Date _____

If you have questions about your academic standing, please contact the Office of the Registrar. Eastern New Mexico University's Satisfactory Academic Progress Policy is available online at www.enmu.edu.

Office of Financial Aid Use Only

Completion Rate: _____ GPA: _____ Attempted Hours: _____

Hours Lacked: _____ Total Attempted Hours to Graduate: _____

Prior Reinstatement: _____ Current Status: _____ New Status: _____

Committee: Approve Deny Date: _____ Comments: _____

Petition for Reinstatement of Financial Aid Information

If you've experienced extreme mitigating circumstances preventing you from making Satisfactory Academic Progress (SAP), you should complete this form. * **Mitigating circumstances** are defined as unanticipated and unavoidable events or situations beyond a student's control that prevented them from successfully completing a course, achieving a grade that will apply to their degree plan, or meeting the terms of a prior reinstatement petition.

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

1. Serious accident or illness of the student
2. Serious illness or death of immediate family member
3. Immediate family or financial obligations
4. Change in course of study

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

In order for your Petition for Reinstatement of Financial Aid to be reviewed by the Financial Aid and Scholarship committee, you will need to complete the following:

- Free Application for Federal Student Aid (FAFSA) completed for the current aid year
- Register for the current semester
- Petition for Reinstatement of Financial Aid
- All Petitioners
 - Letter explaining in detail what prevented you from meeting SAP and what has changed that will now allow you to be successful if your petition is approved
 - Include official supporting documentation such as, but not limited to: Death Certificates or notices, Court documents, Psychiatric evaluations/Counselor notes, Medical Records, etc.
- Petitioning due to Maximum Time Frame (Exceeded or Mathematically Impossible)
 - Degree Plan Checklist that is up to date and signed by you and your advisor
 - Academic Success Action Plan
 - This document should show which semesters you will be completing the courses you lack. Consult with your advisor, your catalog of record, and the course rotation schedule to make sure it is accurate as you will be expected to follow it exactly if your petition is approved
- Submit all documentation together to the Financial Aid office by the appropriate deadline
 - Mail to: Office of Financial Aid, ENMU Station 20, 1500 S Avenue K, Portales, NM 88130
 - Fax to: 575-562-2198
 - Drop Off: Student Academic Services (SAS) Building, Room 107
(Scanned documents are not acceptable due to need for official signatures)

Please read your SAP Notification Letter carefully for the deadline to submit your petition and accompanying documentation.

The Financial Aid and Scholarship Committee is comprised of members representing ENMU faculty, professional employees, and students.

Notification

ENMU's SAP Policy is available on-line at <http://www.enmu.edu/services/financialaid/forms/index.shtml>

Your SAP status is available on-line by accessing MyENMU and following the link to Overall Financial Aid Status.

The Office of Financial Aid will send all emailed correspondence to your ENMU email address.

Following the review of the Financial Aid and Scholarship Committee:

- **Approved Petition** – your on-line SAP status will change from FAIL SAP to SAP ACADEMIC PLAN. You will receive an email and letter reminding you of the continuation stipulations - complete all attempted hours with grades sufficient to apply to your degree plan
- **Denied Petition** - your on-line SAP status will change from FAIL SAP to FAIL SAP REVIEW. You will receive an email and letter informing you that you will need to make alternate payment arrangements with Student Accounts and your Financial Aid awards will be cancelled.