

ID: _____ Name: _____

SAPAPF SAPAPS SAPAPU



Petition for Reinstatement of Financial Aid

Office of Financial Aid | ENMU Station 20 | Portales, NM 88130

Phone: 575.562.2194 | Fax: 575.562.2198 | SAS Building Room 107

SAPTFE SAPTFS SAPTFU

ENMU ID: _____ 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

This form 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. (Waivers of Academic Suspension must be complete.) Federal regulations require you to explain in detail the extreme circumstances which prevented you from meeting SAP and what has changed to ensure your academic success. (Please read back of form for detailed information.) Students exceeding or near Maximum Time Frame must also submit an Academic Success Action Plan and signed, current Degree Plan Checklist or CAPP Degree Evaluation Report. Contact your advisor to make an appointment for assistance concerning these documents.

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? 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 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? Exactly what circumstances prevented you from completing your degree?
2. What measures have you taken to solve your problems? Your Academic Success Action Plan must show which semesters you will take the courses you lack. You must consult with your advisor to make sure this information is accurate as you will be expected to follow your plan exactly.

Provide an exact Academic Success Action Plan and current copy of your Degree Plan Checklist or CAPP Degree Evaluation Report signed by you and your advisor (if possible).

My Academic Success Action Plan and Degree Plan Checklist show that I will graduate before reaching the Time Frame limit.
Provide an exact Academic Success Action Plan and current copy of your Degree Plan Checklist or CAPP Degree Evaluation Report signed by you and your advisor (if possible).

Please submit all documents together. Petitions will not be checked in unless all required documentation is received.

I understand I should enroll in only the courses which are required by my degree program and all attempted hours must be completed with grades sufficient to apply to my degree plan or my federal student aid eligibility (grants, workstudy, loans) will be revoked with no further opportunity for reinstatement. Furthermore, I understand an approved petition will not extend eligibility that has exceeded federal limitations.

Signature: _____ Date: _____

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: _____ VP/Direct: Approve Deny Date: _____

- Must complete all attempted hours with grades sufficient to apply to degree plan.
- Will not reach the maximum time frame limit of _____ hours. Will finish in _____ at _____ hours.
- Must follow ASAP to finish in _____ at _____ hours.
- May petition again when pays for and applies at least a _____ hour semester to current degree program.

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—contact the Office of the Registrar concerning Academic Standing.
- Petition for Reinstatement of Financial Aid.
- All petitioners (those who will not reach maximum time frame do not need to submit a letter).
 - 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 may exceed).
 - Degree Plan Checklist or CAPP Degree Evaluation Report that is current and signed by you and your advisor (if possible)
 - 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 office of Financial Aid by the appropriate deadline
 - Mail to: Office of Financial Aid, ENMU Station 20, 1500 S Ave K, Portales, NM 88130
 - FAX to: 575.562.2198
 - Drop off: Student Academic Services (SAS), 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. Petitions for Reinstatement will not be accepted beyond the ninth week of each semester.

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

Notification

ENMU's SAP Policy is available online at enmu.edu/SAP

Your SAP status is available in the MyENMU Portal > follow the link to Overall Financial Aid Status.

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

There are now regulations which limit the number of terms a student may receive Pell Grants and certain student loans. An approved petition will not extend financial aid eligibility beyond federal limitations.

Following the review of the Scholarship and Financial Aid Committee:

• **Approved Petition**

Your online SAP status will change from "INELIGIBLE ..." to "PROBATION—follow ...". You will receive an email and letter reminding you of the continuation stipulations – enroll in only the courses required by your degree program (or Academic Success Action Plan form, if applicable) and complete all attempted hours with grades sufficient to apply to your degree plan.

• **Denied Petition**

Your online Success Action Plan status will change from "INELIGIBLE ..." to "DENIED ...". The Office of Financial Aid will contact you at the phone number listed on your petition. It may be necessary to make payment arrangements with Student Accounts to hold your registration if the payment deadline is near.