

If you are currently employed as a CNM work-study please check here.

Appeal Form

INCOMPLETE APPEALS WILL NOT BE PROCESSED AND MAY BE DENIED.

Students who believe there were **extenuating circumstances** preventing them from making satisfactory academic progress must complete this form and attach all requested documentation (see the reverse side of this form for details).

Extenuating circumstances are those that were beyond the student's control and created an undue hardship on the student that caused their inability to meet satisfactory academic progress. Examples include, but are not limited to, death of a relative, divorce, injury, or illness.

The following reasons may **not** qualify as extenuating circumstances:

- The level of difficulty in a course.
- The teaching method or dislike of an instructor.
- The length of time that has passed since last attended.

The following are some of the items that the committee considers:

- Prior appeals submitted
- Documentation submitted
- Length of time until program is completed
- **Whether all terms where progress was not made were explained**, including withdrawals (W), audits (AU), Incompletes (I or IC), failing grades (F), no-credits (NC).
- GPA and Completion Rate
- Resolution of extenuating circumstances
- Other degrees acquired

- Students who are currently enrolled and appealing for their *next term of attendance* will not have their request reviewed until **after** the end of the current term and grades have been posted.
- Appeals may take up to 10 business days to process. A message regarding the decision will be posted on myCNM.
- Students awaiting an appeal decision will need to arrange payment for any classes in which they are enrolled.

Please print or type. Please make certain that CNM Records Department has your correct address and phone number.

Name: _____ CNM ID#: _____
Last name, First name Middle initial

Address: _____ SS #: _____
Street/PO Box

_____ Telephone #: _____
City, State, Zip

Reasons for suspension (**check all that apply**). **I plan on enrolling for _____ credits.**

GPA - Students must maintain a cumulative grade point average of at least 2.0 (a C average). Grade point values are A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0. Grades of I, CR, PR, NC, IC, W, AU and TR are not calculated in the GPA. In the case of a repeat course, only the higher grade is calculated into the grade point average.

Completion Rate - Students must complete a minimum of 66.67 percent of all course work (registered credit hours) attempted at CNM. Any course with a grade of withdraw (W), (F), incomplete (I), progress (PR), audit (AU), no Credit (NC), and IC (coursework needed for final CR or NC grade) is not considered completed course work. Repeated courses are included in the calculation. A course is counted as completed only once, regardless of how many times attempted or the grade earned.

Maximum Time Frame (MTF) - Students must complete their program within 150 percent of the credit hours required by the program. Students who have reached the maximum allowable time will be suspended from receiving financial aid. Preparatory or remedial hours are excluded from this calculation. The MTF calculation counts all attempted hours including transfer hours accepted by CNM, hours taken under a previous major, and hours for which a student did not receive financial aid.

Which term and year are you appealing to receive aid? (**Check One**) Fall _____ Spring _____ Summer _____

For the appeal to be considered, students must:

- € have filed a FAFSA and submitted all file requirements for the current award year
- € be enrolled in an eligible major for term you are attending
- € be enrolled by the first day of the term you are attending

The following documents must be submitted along with this form:

€ **Completed and attached SAP Web Presentation**

- Logon to <http://www.cnm.edu/depts/financial-aid/requirements/sap-presentation> from any open computer lab, the Financial Aid Resource Center, or anywhere else you have access to the internet.
- Read all the information, complete the short assessment and print your answers (correct answers are preferred) before submitting your responses, otherwise this requirement cannot be verified.
- Attach the answer page to this form along with all other required documents listed below.

€ **Unofficial Transcript** (available on myCNM)

€ **Personal Statement:** The personal statement is a typed letter providing a detailed explanation of:

- The extenuating circumstances that have prevented the student from making satisfactory academic progress (or why the student has not completed the chosen program within the allotted time frame).
- What has changed or what measures the student has taken to ensure progress in the future.
- The student's educational goals.
- **If the student's transcript indicates difficulty for more than one semester, the petition should address the circumstances pertaining to each of these terms, and should also explain how they have been resolved. Address each term separately. (Explain all withdraws failures, audits, incompletes, and no-credits.)**

€ **Supporting Documentation:** Students must provide documentation supporting their appeal. Do not submit originals. **Please submit only copies.** Appropriate documentation might include but is not limited to:

- A physician's statement, or death notice, etc.
- Any letter of support written by third parties should include a name, address and phone, and stipulates relationship to the student.
- Any other relevant documentation that provides confirmation of the circumstances mentioned in the personal statement.
- If no supporting documentation is available, please explain why in your personal statement.

€ **CAPP Report (Required of all students submitting appeals.)** A CAPP report listing the remaining hours to complete your program is *required* for all students. Your academic advisor/achievement coach should write in those hours on your CAPP report and sign it. Please fill in the blanks of this statement.

I am using the 20 _____ - 20 _____ catalog year and need _____ credit hours to graduate.

Students on suspension for a reason other than Maximum Time Frame (MTF): In certain instances, if you will not complete your degree or meet GPA and/or minimum completion standards before reaching your program's MTF, your appeal cannot be approved according to federal regulations.

If your appeal is not approved, you will need to complete enough classes to cumulatively meet SAP standards. Some students may need to register and pay for multiple credit hours over several terms on their own before they meet these standards.

All students will have to make payment arrangements to save their classes because appeals are not reviewed before the end of the term. This may require students purchasing or renting books prior to any appeal decisions.

THE DEADLINE TO SUBMIT APPEALS IS THE FRIDAY BEFORE THE TERM BEGINS

I hereby acknowledge that the above information and attached documentation is true and correct to the best of my knowledge. I also acknowledge that I have read this form and understand **the Appeal decision is final.**

Student's signature: _____ Date: _____