



Academic Standards and Financial Aid
 Petition for Reinstatement **(Please print or type)**

You should describe the difficulties you have encountered and explain the circumstances that contributed to your current academic difficulties. Please read the entire form before completing it. Answer all questions thoroughly and honestly.

Check all that apply

- My appeal is due to the 67% completion rate
- My appeal is due to poor academic performance
- My appeal is due to the maximum hours attempted

Be sure to complete all the necessary steps and submit all necessary documentation.

You must:

- Attach a copy of your current degree plan/your academic transcript
- Return the form, your degree plan, transcript, and your **letter of appeal** to:

**Mesalands Community College
 Academic Standards & Financial Aid Appeals Committee
 911 South Tenth
 Tucumcari, NM 88401**

_____ XXX - XX - _____
 Student ID Number Social Security Number

_____ _____ _____
 Last Name First Name Middle Initial

Mailing Address: (the results of your appeal will be mailed to this address)

_____ _____ _____ _____
 Street or PO Box City State Zip Code

_____ _____
 E-mail Address Phone Number

Expected Graduation Date: _____ Current Classification: _____

Major: _____ Advisors Name: _____

If you are a transfer student, what other universities have you attended?

How many hours did you transfer to Mesalands Community College? _____

Appeals Letter:

Your typed or printed letter of appeal should answer the following questions:

NOTE: if you are only appealing due to poor academic performance, you must answer questions 1-3. If you are appealing the 150% of credit hours attempted limitation, answer question 4 only. If you are appealing for both reasons, answer all questions.

1. Why did you fail to make Satisfactory Academic Progress? To what do you attribute your poor academic performance? NOTE: Please include explanations of all Withdrawals (W's), Failures (F's), and In-completes (I's) as well as an explanation of a GPA below 2.0 either for the semester and/or cumulatively.
2. What has changed that will allow you to make Satisfactory Academic Progress at the next evaluation? What measures have you taken to solve the problems or change the circumstances that lead to your academic difficulty?
3. If your cumulative GPA is not the 2.0 graduation requirement, what steps will you take to correct this?
4. If you have not completed your degree in the allowed 150% of credit hours time frame, what extenuating circumstances have hindered your ability to complete your two year degree?

Student Signature

Date Completed

For Appeals Committee Use Only: Approved ____ Yes ____ No ____ Semester _____ Director ____ Committee _____ Stipulations _____ _____ _____
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