

## PETITION FOR LEAVE OF ABSENCE OR REINSTATEMENT OF ACADEMIC SCHOLARSHIPS

<b>Student's Name</b>	<b>UNM ID No.</b>
<b>Telephone No.</b>	<b>Email Address</b>

Check the Scholarship(s) that this petition applies to:		
<input type="checkbox"/> Regents' Scholars	<input type="checkbox"/> National Scholars	<input type="checkbox"/> Presidential Scholars
<input type="checkbox"/> Woodward Scholars	<input type="checkbox"/> UNM Scholars	<input type="checkbox"/> Amigo International
<input type="checkbox"/> UNM/Zia Transfer Scholarship	<input type="checkbox"/> UNM Legislative Endowed	<input type="checkbox"/> Legislative Lottery Scholarship
<input type="checkbox"/> Amigo Scholarship	<input type="checkbox"/> Amigo Transfer	<input type="checkbox"/> Other (Please Specify) _____

Petition Instructions:	
1)	Submit a complete Scholarship Petition form by completing the relevant section of this form and;
2)	A Personal Statement that explains: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> circumstance that prevented you from meeting the academic requirements of maintaining the scholarship</li> <li><input checked="" type="checkbox"/> what has changed since this circumstance occurred that will allow you to meet the requirements in the future</li> <li><input checked="" type="checkbox"/> what are your plans to ensure you successfully meet the requirements in the future</li> </ul>
3)	Any relevant documentation to support your petition
*Incomplete petitions are subject to denial	
**No additional documentation is required for student's that made-up credits.	

A. Complete Section A if you have made-up credits to regain eligibility:	
<input type="checkbox"/> I have made up credits to regain eligibility for my scholarship and my grades for these credits have been posted. No other documentation or statement is required to reinstate your scholarship if you have made up credit hours and grades are posted.	

B. Complete Section B if requesting a Reinstatement	Semester: Fall 20_____ Spring 20_____
Please indicate the reason for requesting the scholarship reinstatement: <ul style="list-style-type: none"> <li><input type="checkbox"/> Exceptional Mitigating Circumstance which precluded you from completing the requirements -                         <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Supporting documents that certify the nature of the exceptional mitigating circumstance</b></li> </ul> </li> <li><input type="checkbox"/> Documented Medical Condition -                         <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Supporting Medical Documents OR</b></li> <li><input checked="" type="checkbox"/> <b>Medical Addendum signed by your medical provider</b></li> </ul> </li> <li><input type="checkbox"/> Returning from Active-Duty Military Service –                         <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Copy of DD-214 that indicates your service Start and End Dates and type of discharge characterization</b></li> </ul> </li> <li><input type="checkbox"/> Returning from previously approved Leave of Absence –                         <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Attach Medical release form, if applicable</b></li> </ul> </li> <li><input type="checkbox"/> Request for credit hour exemption during graduating semester (If approved, you must maintain at least 12 credit hours.)</li> <li><input type="checkbox"/> Request a change in qualifying semester</li> </ul>	

C. Complete Section C if requesting a Leave of Absence	Semester: Fall 20_____ Spring 20_____
Students in good scholarship standing may be approved for a leave of absence for Co-ops, military obligations, religious commitments, participation in a study abroad program, medical conditions or other exceptional mitigating circumstances. <b>A leave of absence request must be submitted prior to your departure.</b> A leave of absence request that has not been approved prior to a student's exit of the University may not be approved. <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide a personal statement detailing your need for a leave of absence, the semester you intend to return to UNM and any pertinent documentation to support your request.</li> <li><input type="checkbox"/> Attach a medical addendum signed by your medical provider, if applicable</li> </ul> A leave of absence allows you to maintain eligibility for your scholarship(s) as long as you are meeting all maintenance requirements for your scholarship(s) when the leave of absence begins.	

## ---FOR OFFICE USE ONLY

Reviewed by:	Date:	Decision:
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