



PETITION FOR LEAVE OF ABSENCE OR REINSTATEMENT OF ACADEMIC SCHOLARSHIPS

Student's Name	UNM ID No.
Telephone No.	Email Address

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 |
| Amigo Scholarship | Amigo Transfer | 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:
 - ✓ circumstance that prevented you from meeting the academic requirements of maintaining the scholarship
 - ✓ what has changed since this circumstance occurred that will allow you to meet the requirements in the future
 - ✓ what are your plans to ensure you successfully meet the requirements in the future
- 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:

- 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:

- Exceptional Mitigating Circumstance which precluded you from completing the requirements -
 - ✓ **Supporting documents that certify the nature of the exceptional mitigating circumstance**
- Documented Medical Condition -
 - ✓ **Supporting Medical Documents OR**
 - ✓ **Medical Addendum signed by your medical provider**
- Returning from Active-Duty Military Service –
 - ✓ **Copy of DD-214 that indicates your service Start and End Dates and type of discharge characterization**
- Returning from previously approved Leave of Absence –
 - ✓ **Attach Medical release form, if applicable**
- Request for credit hour exemption during graduating semester (If approved, you must maintain at least 12 credit hours.)
- Request a change in qualifying semester
- COVID-19 Related Circumstance

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. **A leave of absence request must be submitted prior to your departure.** A leave of absence request that has not been approved prior to a student's exit of the University may not be approved.

- 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.
- Attach a medical addendum signed by your medical provider, if applicable

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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