

**CENTRAL NEW MEXICO COMMUNITY COLLEGE**  
GENERAL APPEAL FORM INFORMATION

**GENERAL APPEAL FORM POLICY**

CNM Enrollment Services will review your request provided your appeal meets the requirements of the General Appeal policy.

**Records Grade & Tuition Appeals:**

- You must be officially withdrawn from the semester before an appeal can be reviewed.
- Appeals that are submitted more than 3 months after the term in which they are appealing ends will not be considered.
- Please be aware that if your appeal is approved and you received financial aid for the term identified in the appeal, you may owe back some or all of the financial aid you received.

**Residency Appeals:**

- Students wishing to appeal their residency classification may do so only after speaking with Admissions staff and pursuing all other options for requesting a change in residency classification.

**COMMON EXTENUATING CIRCUMSTANCES**

- Significant physical, mental illness, or injury of the student. Keep in mind conditions or illnesses that remain static and are known to the student at the time of enrollment may not be considered.
- Significant physical, mental illness, or injury of an immediate family member.
- Death of an immediate family member.
- Involuntary and unforeseen changes in employment schedule or location (with supporting documentation)

**APPEALS WILL LIKELY NOT BE APPROVED FOR THE FOLLOWING REASONS**

- Misinterpretation or lack of knowledge of college policies or procedures.
- Dissatisfaction with instructor(s), course content, delivery of instruction, or academic progress in the course.
- Personal errors in judgement involving transportation, availability of finances, academic ability, or time management.
- Non-qualification, late application, or loss of eligibility for financial aid or scholarships.
- Voluntary acceptance of employment or other activity impacting the ability to attend classes.

**SUGGESTED DOCUMENTATION (does not automatically approve an appeal)**

**Tuition/Grade/Academic Suspension Appeals:**

- Statement from your health care provider on letterhead which includes applicable dates of onset or treatment and severity of illness.
- Hospital admission statements or similar.
- Verification of involuntary employment changes from an employer on official letterhead with applicable dates.
- Obituaries/Death Certificates
- Police/Accident Reports

**Residency Appeals:**

- New Mexico Driver’s License
  - New Mexico Voter Registration
  - New Mexico Vehicle Registration
  - Federal and State Tax Return
  - Utility Statements from New Mexico
  - Evidence of New Mexico Employment
- \*All requirements for residency must be met prior to the first day of the term.**

**NOTIFICATION PROCESS**

Appeal decisions will be sent via email to the email address you provide on the General Appeal Form. If no email is provided, appeal decisions will be sent to the students’ CNM email address. Appeal decisions may take up to 4 weeks. If your request is approved and you are expecting a refund, please allow an additional 3-5 business days for processing. All committee decisions are final.



The General Appeal is a formal request for an exception to a published policy and/or deadline due to special circumstances. To file an appeal please complete the form below and be sure to provide supporting documentation.

FIRST NAME/LAST NAME	STUDENT ID NUMBER	Email Address

**TYPE OF APPEAL (CHECK ONE):**

- RECORDS GRADE—I am asking to retroactively withdraw or grade mode due to missing the published deadline.
- TUITION—I am requesting a refund or cancellation of my remaining balance for classes dropped after the refund period.
- ACADEMIC SUSPENSION—I am requesting to return to CNM before my suspension period is complete.
- RESIDENCY—My tuition residency petition was not approved and I am requesting to have the decision reconsidered due to special circumstances.

**STUDENT STATEMENT & STUDENT DOCUMENTATION**

1.) Briefly describe the special circumstances justifying your request for exemption to policy:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.) State the specific outcome(s) you are requesting:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3.) (Records Grade and Tuition Appeals only) List below the course(s) and term(s) attended that you are requesting adjustments to:


Did you attach supporting documentation? (circle one) YES NO

If no supporting documentation is attached, please explain:

\_\_\_\_\_

\*You may write (legibly) or type and submit your statement with this form.

**STUDENT ACKNOWLEDGMENT**

I certify that all applicable documentation is submitted with this appeal and the information provided is accurate. In addition, I have read the General Appeal Form Information sheet.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Submitting the Appeal:**

Email: records@cnm.edu  
 Fax: 505-224-3237  
 Phone: 505-224-3000

Mail: CNM Enrollment Services  
 525 Buena Vista SE  
 Albuquerque, NM 87106

In person: at any CNM Campus location  
 Main Campus: Enrollment Services  
 Branch Campus: CNM Connect



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