

CENTRAL NEW MEXICO COMMUNITY COLLEGE

CHECKLIST FOR APPEAL TO DROP A CLASS AFTER THE DROP DEADLINE

Requests to withdraw from a class after the drop deadline are considered exceptions to registration policies. Appeals for these exceptions will be considered only if relevant documentation is submitted that supports both of the following:

- a. The student had an intention to drop the class before the deadline, and
- b. Circumstances beyond the student's control made it physically impossible for the student to drop the class before the published deadline.

Students are expected to be familiar with CNM's published registration deadlines. As a result, if a student claims that s/he was not aware of these deadlines, this will not be considered a valid reason for granting an appeal to drop a class.

You must include all of the following in your appeal to drop after the drop deadline.

- The student must provide documentation indicating that s/he intended to drop the class(es) before the registration deadline. (An example would be an email exchange with the instructor in which the student informs the instructor of his/her intention to drop the class before the drop deadline.)
- The student must submit a detailed explanation and relevant documentation of the extenuating events or circumstances that physically prevented the student from dropping the class(es) before the published deadline. This must include very specific dates and times of the events involved.
- Class details (class discipline, number, section, CRN, and instructor name)

Financial Aid Considerations (Please check one of the boxes below)

- I do not receive financial aid.
- I do receive financial aid. (If this box is checked, please read the statement below and sign.)
I understand that it is my responsibility to consult with a Financial Aid Officer to determine the possible consequences that dropping the desired class(es) may have on my financial aid status.

Student Signature

Appeals that do not include all of this information will not be considered!

- **Note:** This is not the appropriate process for students who wish to drop all of their classes after the published drop deadline. Students who wish to drop all of their classes after the published drop deadline should file a **Registration Related Grade Appeal** with Enrollment Services.

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For timely processing of your request submit your written appeal and supporting documentation as early as possible after the deadline to drop. You can refer to the "Registration Deadlines" in the Schedule of Classes.

APPEAL TO DROP A CLASS AFTER THE DROP DEADLINE

Submit this form, including instructor signature and supporting documentation, to the appropriate Academic school. Most appeals are resolved within three (3) business days, but please allow up to one week for processing. Notify your Instructor if you have not received a response within one (1) week.

You will be notified of the final decision via your CNM email account. You must check your CNM email account daily after submitting your appeal. If the appeal is approved, you will be dropped from the requested class(es).

Please print legibly

| |
|---|
| Full legal name: _____ |
| Student ID Number: _____ Phone #: _____ |
| CNM E-mail Address: _____ |
| Signature: _____ Date: _____ |

*Class Information:

Classes to drop

| TERM | CRN | DISCIPLINE | COURSE | SECTION | GRADE MODE | INSTRUCTOR NAME |
|------|-----|------------|--------|---------|------------|-----------------|
|------|-----|------------|--------|---------|------------|-----------------|

| | | | | | | |
|-------|-------|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |

*Attach a detailed explanation of the circumstances that support this appeal. Your explanation must include:

- a. A description of actions or correspondence before the deadline that demonstrate an intent to drop the course before the published deadline.
- b. Specific dates and times that show how extenuating circumstances prevented you from dropping the class(es) before the published deadline.
- c. Relevant documentation related to the extenuating circumstances. All documentation should be on company, medical (hospital or physician), or appropriate government letterhead.

*To be completed by the instructor of the class(es) to be dropped:

| | | |
|---|------------------------|-------|
| Please verify the student's last day of attendance and explain any correspondence you had with the student regarding dropping the class before the published drop deadline. Attach additional pages if necessary. | | |
| <hr/> | <hr/> | <hr/> |
| Instructor's Name (printed) | Instructor's Signature | Date |

Note for Student: If you wish to drop more than one class, please make additional copies of this sheet for each class you are requesting to drop.