



REGISTRATION-RELATED GRADE APPEAL GUIDELINES

According to the CNM Catalog, a student may request consideration for a registration-related grade appeal by the end of the following term if:

“A student failed a course after being unable to officially withdraw or drop a course by the published deadlines, due to extenuating circumstances beyond his/her control (for example, hospitalization or military service).…”

Your written appeal letter must include the following:

1. Explain what you are requesting, and include term and course(s) information associated with this request;
2. A detailed explanation outlining the extenuating circumstances that prevented you from withdrawing or dropping a course by the published deadlines;
3. Why an exception should be granted you;
4. Your signature; and,
5. Documentation in support of your appeal (example: medical forms, military orders, etc.).
6. Attach this form and all documentation to your written appeal.

YOUR WRITTEN APPEAL, WITH SUPPORTING DOCUMENTATION ATTACHED, MUST BE SUBMITTED NO LATER THAN THE END OF THE NEXT TERM.

Appeals can be submitted to the Main Campus Records Office or the Admissions Office at all other CNM campuses. Please allow 4-6 weeks for processing.

The Enrollment Service Grades Appeals Committee will review your petition, and you will be notified in writing of the committee’s decision. The committee’s decision will be based on the information and documentation you have submitted with your appeal. This decision is final.

Complete the following information and submit with your written appeal: (please print)

Full Legal Name: _____	Date: _____
Student ID Number: _____	Phone #: _____
Mailing Address: _____	Apt/Space #: _____
City and State : _____	Zip Code: _____