

CURRENT REGISTRATION RELATED APPEALS PROCESS

March 9, 2011

1. Appeal forms are available online and in each academic school. The appeal should include:
 - Completed appeal form
 - Written explanation of request and special circumstances
 - Documentation of special circumstances may include:
 - Medical Records
 - Obituary/death certificate
 - Verification from employer concerning change in work hours
 - Verification of travel information (i.e. tickets, electronic confirmation, car rental invoices)
2. The completed appeal is submitted to the appropriate academic school.
 - Additional research should be done when considering an appeal:
 - Contact the instructor to confirm statements made by student in his/her appeal and confirm class attendance.
 - Check SHACRSE to see if student is a veteran student or a beginner,
 - If dropping a class, has the student withdrawn from previous classes
 - If adding a class, has student used Late Enrollment Forms
 - Appeal is approved when documented special circumstances, as mentioned above, occur on or after the registration deadlines and when the circumstances prohibited the student from completing the transaction by the published deadline.
 - Appeal is denied when documentation is not provided and/or there is no evidence of special circumstances which prohibited the student from completing the transaction by the published deadline. (“I forgot” or “I didn’t know” or “It will affect my financial aid” or “It will affect my GPA” are not considered “special” circumstances.)
3. After a decision is made, the appeal is processed as follows:
 - If approved,
 - Section Change/Transfer or Appeal Approval form is submitted to the Registration Coordinator at main campus who notifies the academic school when it has been processed
 - Student is notified of decision and financial responsibilities by academic school via their CNM email account
 - Instructor is notified of decision by email
 - Original documentation, appeal form, and e-mail is kept on file in the academic school for a period of one year
 - If denied:
 - Student is sent an email from the academic school explaining reason for denial
 - Instructor is notified of decision by email
 - Original documentation, appeal form, and e-mail is kept on file in the academic school for a period of three years