



Central New Mexico Community College

General Appeal Form for Special Circumstances This is not a Financial Aid Appeal

The General Appeal is a formal request for an exception to a published policy and/or deadline. Examples of special circumstances are cases of severe illness, accidents or hospitalization. You are expected to read and understand the guidelines and procedures for the appeal you are requesting.

Check Type of Appeal You Are Requesting	Documents Suggested to Support Appeal Will Vary According To Appeal
<input type="checkbox"/> Records Grade Appeal Deadline: Appeal must be submitted by the end of the first week of the following term in which the grade was posted	* Police/Accident Reports * Obituaries / Death Certificates * Employer Letter * Doctors Notes/Letters * Legal Documents * Other Documents
<input type="checkbox"/> Tuition Refund Appeal Deadline: Three months after the term ends	
<input type="checkbox"/> Academic Suspension Appeal Deadline: Date is identified on academic suspension email	
<input type="checkbox"/> Residency Appeal Deadline: none	* NM Driver's License * NM Voter Registration * NM Vehicle Registration * Federal and State Tax Return * Utility Statements from NM * Evidence of NM Employment * Other reasonable documentation to support residency

Required Attachment(s):

Statement explaining the following:

- _____ Student Initials
- The special circumstances that lead to your appeal
 - The outcome you are requesting on your appeal
 - Your specific argument or reasons why this appeal should be granted

Copies of supporting documents (if applicable)

_____ Student Initials

Student Name:	CNM ID Number:
Email Address (Appeal decision will be sent to this email address):	
<p><i>By signing below, you hereby acknowledge that the information included in this appeal is true and accurate to the best of your knowledge. Also, you acknowledge that appeal decision is final. It's the students responsibility to submit all supporting documentation as it relates to your appeal, and the committee will not ask for additional documents in order to make a decision.</i></p>	
Student Signature: _____	Date: _____