COLORADO MESA UNIVERSITY

**Registrar's Office**
1100 North Avenue • Grand Junction, CO 81501-3122
1.800.982.6372 • 970.248.1555 (o) • 970.248.1131 (f)
registrar@coloradomesa.edu

# ENROLLMENT APPEALS FORM

Used for an exception to a specific policy or deadline

Student Name:_____ CMU Student ID #: 700_____
Last First

Address: _____
Street City State Zip

Phone: _____ Email: _____

Students who want to have an exception made for a specific policy or deadline administered by the Office of the Registrar must submit their request in writing and attach appropriate supporting documentation. The Office of the Registrar Enrollment Appeals Committee will meet on a regular basis to review all requests. *The Enrollment Appeals Committee does not make decisions related to student grades (see the student handbook for information on Academic Grievance and Appeal Procedures).*

## ENROLLMENT APPEAL DEADLINE:

**Enrollment appeals must be submitted to the Registrar's Office within six months after the end of the semester being appealed. At the end of the six-month period, the registration record is considered final and no further registration or tuition adjustments will be considered.**

**INSTRUCTIONS:** Please follow all steps below.

1. **Semester being appealed:** _____

2. **Indicate what class(es), policy or deadline is being appealed:**

| Courses being appealed: (CRN, Dept., Number, Section) | Action Requested: Circle one | Requesting Refund? (Not applicable to all appeals) |
|---|---|---|
| ☐ All Classes | Add / Drop / Withdraw | ☐Yes ☐No |
| **If not appealing all classes - List individual classes below** | | |
| | Add / Drop / Withdraw | ☐Yes ☐No |
| | Add / Drop / Withdraw | ☐Yes ☐No |
| | Add / Drop / Withdraw | ☐Yes ☐No |
| | Add / Drop / Withdraw | ☐Yes ☐No |

**Other** (Specify what other policy you are appealing): _____

_____

3. **Typed Personal Statement (Required)**:
Submit a typed statement explaining your reason for appealing and why the University's add, drop, or withdraw deadlines were not met during the term being appealed.

4. **Supporting Documentation (Required):**
Documentation related to your appeal must be submitted with your personal statement. This documentation must confirm the timeline and circumstances you described in your personal statement. Proper documentation may include:

   - Medical records or letter from Doctor/Counselor on letter head (must include dates of appointments)
   - Official reports (police reports, death certificates, accident reports, court documents, etc.)
   - Letters from individuals familiar with your situation (doctors, attorneys, psychiatrists, mentors, advisors, etc.)
   - Statement, email, or other supporting documentation from the faculty member in regards to what is being appealed.(If applicable to your appeal)

**This application is not considered complete and will not be reviewed by the Enrollment Appeal Committee unless this form, personal statement, and supporting documentation related to the appeal have been received in the Registrar's Office. Failure to follow all steps or provide documentation could result in denial of the appeal.**

**Filing an Enrollment appeal with all the required documentation does not guarantee approval.**

_____
Student Signature Date

***Electronic signatures are not accepted. This form must be printed and signed or emailed from your Colorado Mesa University email account.***

**-OFFICE USE ONLY-**
Date Received: