



Petition Review Board Appeal Request

Petitions must be submitted to the Registrar’s office no more than thirty (30) calendar days from the initial event/charge. The committee will then have ten (10) business days to issue a decision. The Petition Review Board does not oversee appeals for accommodations, grades, or conduct policies – please see the NUNM Student Handbook for those procedures.

Keep in mind that consideration is only given when an extenuating circumstance (a circumstance that is beyond your control i.e., serious illness, death in the family, financial hardship, etc.).

Student Name: _____ Year in School: _____ Program (s): _____

Address: _____ NUNM Mailbox: _____

Student Email: _____ Phone Number: _____

Briefly explain the circumstances detailing why the appeal merits review. You may use additional paper if additional space is needed.

- What policy you are appealing (i.e., refund, fee, charges, program deviation denial).
- The date in which the event/charge occurred.
- Explain any extenuating events that occurred that were beyond your control.
- Please include any information that was not available at the time of the original denial.
- Include details of how these circumstances may be prevented in the future.
- Specify the outcome you are seeking from the Petition Review Board

Please feel free to attach additional pages, if needed, and any supportive documentation (i.e., doctor’s note, airline tickets, receipts)

By signing and submitting this form, you acknowledge that the decision of the Petition Review Board committee is final.

Student Signature: _____ Date: _____

Submit petition by email to Registrar@nunm.edu