

## Unusual Enrollment Appeal Form

A new procedure examines your Pell Grant receipt history for the past four academic school years. Your Student Aid Report was flagged during this process by the Department of Education. Therefore, Copper Mountain College is requiring further action on your part. This appeal and documentation must be received prior to the disbursement of any federal or state aid. You are required to meet with an academic counselor to create a current Student Educational Plan (SEP). All SEP counseling appointments require 1 hour.

### Student Section

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Name

Student ID #

Here is what you must do:

1. Attach official or unofficial academic transcripts from all colleges attended for review.
2. Submit a typed, or a legible written statement to explain your unusual enrollment. Your explanation should be very specific, including dates and details that coincide with your transcripts.
  - a. What circumstances prevented you from successfully completing enrollment at your previous institution?
  - b. What adjustments have you made that will help to resolve the issues listed above?
3. You may be asked to submit additional information to support your appeal.

#### IMPORTANT:

- ∇ Before proceeding with your appeal, carefully read the Satisfactory Academic Progress (SAP) policy located on the CMC website at [www.cmccd.edu](http://www.cmccd.edu) under "Current Student" "Financial Aid".
- ∇ Allow seven days for processing of this appeal.