



Petition Review Board Appeal Request

Petitions must be submitted to the Associate Registrar 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 these procedures.

Keep in mind that consideration is *only given* when an extenuating circumstance has occurred. An extenuating circumstance is one that is beyond your control, (including but not limited to 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 what policy you are appealing (i.e., refund, fee, charges, program deviation denial) and the date in which the event/charge occurred. _____

Below please explain the circumstances detailing why the appeal merits review:

- 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 petitions by e-mail or in letter form to: jreisinger@nunm.edu OR Petition Review Board
c/o Assistant Registrar
49 SW Porter Street, Suite 200
Portland Or, 97209