CONTACT: enrollment-appeal@morgan.edu

PURPOSE: This form is used to request an exception to one of the following enrollment policies due to extenuating circumstances:

• Last day to cancel enrollment
• Last day to drop course(s)
• Last day to drop course(s) with a grade of "W"
• Last day for term withdrawal

PROCESSING TIME: Up to 30 Business days

REQUIREMENTS: Student is responsible for submitting the following:

• Supporting Documentation — Examples of third-party documentation include: military orders (DD214), doctor's note, emergency incident report and an official academic transcript from the school you attended instead of MSU. (Please submit via email, in person, or mail.)
• Statements — Statement from instructor(s) of last date of attendance & participation and/or use of university resources.

ADVISEMENT:

• All appeal decisions are final.
• The University takes requests for exceptions seriously. In accordance with university policy, students who register for a course at MSU are responsible for managing their registration and following appropriate enrollment procedures and deadlines according to the Academic Calendar, including meeting with their academic advisors, terminating course(s) or semester registration if discontinuing enrollment at the university.
• Students who have received any type of scholarship(s) and/or financial aid (including loans) may lose eligibility based on an enrollment exception approval. The reduction or cancellation of financial aid and/or scholarship(s) as a consequence of an enrollment exception approval may result in a larger balance owed to the university. You are strongly encouraged to meet with a financial aid counselor PRIOR to submitting an enrollment exception request to discuss the potential impact an enrollment exception approval will have on your awards. Once an enrollment exception request is approved, it cannot be rescinded even if the balance owed to the university is higher than the current amount due. Visit the Office of Financial Aid website for your financial aid counselor's contact information and to make an appointment.