

EXCEPTION TO ENROLLMENT APPEAL

- 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exception approval will have on your awards.** Once an enrollment exception request is approved, it cannot be rescinded even if the balance owed to the university is higher than the current amount due.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.