



Drop with Dean's Approval Instructions

After the deadline to drop a course without Dean's approval (12th week of the semester for 16 week courses – check registrar.unm.edu for all course deadlines), you must obtain approval from the Dean of your college. Through your advisement center you may petition for Dean's approval. This process is for dropping one or more courses but not all courses for the semester. If you need to drop all of your courses, please meet with the Dean of Students Office (dos.unm.edu).

Criteria:

Students may be allowed to drop courses because they have extenuating circumstances that prevent them from completing their course. Extenuating circumstances include but are not limited to:

- Medical condition of student or immediate family member that has made it impossible to continue the course
- Death of an immediate family member that necessitates leaving the University
- A work schedule that is requiring travel, extended work hours, or reassignment

**** "Not doing well in class" is not considered a sufficient reason for dropping a course. The specific circumstances that are affecting your performance in the class would be considered the reason. ****

Procedure:

1. Consider whether or not there are other options to explore. If you have questions, please make an appointment with your advisor.
2. Fill out the College Form – read carefully! By signing this form you are assuming sole responsibility for all consequences of dropping courses.
3. If your college requires it, create a typed statement explaining why you wish to drop your course at this late date. Attach both the statement and the completed Enrollment Authorization Form to this paper.

****A legend of which colleges require a typed statements is found below**

4. Return this form to your college advisement center for review and allow up to 2 – 3 working days for the college to respond.
5. If approved, pick up your signed enrollment authorization form and deliver it to the One-Stop.

Colleges

Anderson School of Management	-----	Statement NOT required
Architecture and Planning	-----	Statement NOT required
Arts & Sciences	-----	Statement required
Education	-----	Statement required
Engineering	-----	Statement NOT required
Fine Arts	-----	Statement NOT required
Health Sciences	-----	Statement required
Nursing	-----	Statement required
Pharmacy	-----	Statement required
University College	-----	Statement required
University Libraries and Learning Services	-----	Statement required



Drop with Dean's Approval College Form

Student Information

Name:

Major:

UNM ID:

Phone Number:

UNM email:

Course Information

Subject/Number/Section:

Course Title:

Consider:

Please initial as confirmation that you understand the following:

_____ Dropping a course can negatively impact your satisfactory academic progress for financial aid/scholarships

_____ If you withdraw from a class which drops you below 15 credit hours within a semester, you will be charged the difference between 'block tuition' and 'non-block tuition' which means an additional cost per credit hour. For additional information see the Bursar's Office (bursar.unm.edu)

_____ You accept responsibility for any consequences to tuition/financial aid/academic progress/eligibility

_____ Completing a degree efficiently can be accomplished by consistently fulfilling program and college requirements, while also avoiding course withdrawal patterns

_____ Dropping prerequisite courses can delay degree completion

_____ Multiple course withdrawals can potentially affect plans to pursue a competitive degree program

_____ The best practice for dropping a course includes notifying your instructor of your intention. This allows an opportunity for you to discuss all of your options with him/her. Please initial once you have either met with or emailed your instructor regarding your intention.

I understand that dropping courses can have a negative impact and I accept full responsibility for any and all consequences to my enrollment decision. I further understand that I should seek advisement if I am concerned about how this action specifically affects me.

Student Signature

Date

For Office Use Only

Approved Denied

Reviewer's Initials

Date

Notes:

Nov 2016