

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 (please select your primary reason):

- Academic reasons: i.e. academically difficult, heavy course load, course format, etc.
- Personal reasons: i.e. 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, etc.
- Financial reasons: i.e. a work schedule that is requiring travel, extended work hours, or reassignment; potential lottery or other scholarship impact; etc.

**** "Not doing well in class" may not be 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 reverse side of this 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 24-48 business hours 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 NOT required
University Libraries and Learning Services	_____	Statement NOT required

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:



Instructions:
Step 1: Complete information for the course.
Step 2: Submit to Dean for permission (if after deadline).
Step 3: Student returns to Records and Registration.

There is no Late Transaction Fee
for dropping after the Last Day to Drop
Without Dean's Permission.

Step One: To be completed by the Student.

<hr/> UNM ID. Number	<hr/> Date	<hr/> TERM	<table border="1" style="width: 100%;"><tr><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td></tr></table> <hr/> CRN					
<hr/> Student Name		<hr/> DEPT.	<hr/> COURSE #	<hr/> SECTION #				
<hr/> Student Signature								

You remain responsible for all
Charges, Tuition, and Fees associated with this course.

This course will be dropped with grade required.
An applicable withdrawal grade will be assigned by the instructor during the grading period.

Step Two: To be completed by the **Dean of the College** (Arts & Sciences, Engineering, etc.) providing student advisement.

**Only required after the Last Day to Drop
Without Dean's Permission.**

<hr/> Advisement Dean's Signature	<hr/> Date
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Step Three: To be completed by the Student.
Return this form in person, with valid photo identification, to Records and Registration, Mesa Vista Hall - North
or Student Support and Services Center.

For Office Use Only:

Comments: _____

Processed By: _____ Date: _____