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.

Step One: To be completed by the Student.

<table>
<thead>
<tr>
<th>UNM ID. Number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td></td>
</tr>
<tr>
<td>Student Signature</td>
<td></td>
</tr>
</tbody>
</table>

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: For undergraduate students this step is to be completed by the Dean of the College (Arts & Sciences, Engineering, etc.) providing student advisement. For graduate students this step is to be completed by the Dean of Graduate Studies.

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

| Advisement Dean’s Signature | Date |

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: __________________________